



ITU PROGRAMMES
LOANS,
SECONDMENTS,
JPOs,
INTERNSHIPS

APRIL 2018

During the discussion which took place in January 2018 during the Council Working Group on Finances and Human Resources, it was agreed that the framework which had been established in 2015, would be published.

Therefore the present Information document is presenting the three programmes that has been established by the ITU management, related to:

- ITU Framework for a loan/secondment policy: offering the possibility for officials of the administrations of Member States or even from Sector Members to be loaned or seconded to the ITU for a period of six months to two years, based on an agreement to be established between the ITU administration and the administration of the Member State concerned;
- The Junior Professional Officer programme, offering to young professionals who are graduates from universities or institutes of higher education an opportunity to acquire professional.
- The Internship programme offering non-remunerated internships which aim to give young students an opportunity to improve their skills and gain valuable experience in an international environment.

The assignments can take place in the different sectors or in the General Secretariat of the ITU, based at headquarters in Geneva or in one of ITU Regional or area offices



ITU Loan and secondment framework

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Objective

- in the interest of ITU, fostering the mutual transfer of know-how between ITU and the Releasing Institution
- to provide expertise/skilled personnel not available within the ITU
- to supplement currently available expertise
- to enhance its capacity for programme execution and the rapid deployment of expertise



Scope of application

- Member States
- Sector Members
- Associates and Academia
- Other entities listed under Article 19 of the ITU Convention, Non-Governmental Organizations, and International Organizations that are not part of the UN common system



Where?

- ITU Headquarters
- ITU Regional Offices and area Offices



How?

Loan/Secondment Agreement with ITU through a Memorandum of understanding

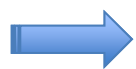
Types of Agreements

- Non-reimbursable Loan: the releasing Institution pays full and direct remuneration to the loaned personnel, including benefits and social security
- Secondment Agreement: the releasing Institution deposits in ITU's account the estimated cost of the secondment to cover full remuneration to the seconded personnel, including benefits



Who?

- individuals meeting ITU's recruitment standards, in terms of qualifications and experience taking into account geographical distribution and gender balance
- personnel are not loaned/seconded from companies whose activities clearly conflict with the ITU's mandate
- terms of reference of the loaned/seconded person designed to ensure that there is no conflict of interest between the person's proposed activities for ITU and his/her activities for the current employer.



CV of **at least three suitable candidates**
to be provided by the releasing Institution



Loan agreement

- **Duration** : up to 1 year. Can exceptionally be extended up to 2 years
- **Remuneration, medical and life insurance, pension and other social security benefits** : All expenses salaries, allowances and benefits and travel costs to and from the duty station to be paid by the Releasing Institution. Medical and life insurance, insurance coverage for illness, disability or death incurred in the service of ITU.
- Not eligible for coverage under the UN Joint Staff Pension Fund



Secondment agreement

- **Duration:** normally 1 year, can exceptionally be extended for up to an overall maximum period of 3 years
- subject to medical clearance by the ITU Medical Adviser
- **Remuneration, medical and life insurance, pension and other social security benefits**
 - The estimated cost of the whole duration of the appointment is provided by the releasing Institution.
 - Personnel on secondment may:
 - be enrolled in ITU's CMIP
 - be enrolled in the UNJSPFunless agreed that he/she remains under the national system



Other applicable ITU provisions

- **Travel**
- **Evaluation of services**
- **Standards of conduct**
- **Security requirements**



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ITU Framework for a loan/secondment policy

Objectives, procedures and guidelines



April 2018

Framework for a loan/secondment policy

I Purpose and scope

1. This document is intended to provide ITU with a standard framework for the conclusion of Loan/Secondment Agreements of personnel to ITU and sets out guiding principles that govern such Agreements. By introducing model Agreements and contracts this item seeks to achieve a consistent and harmonized approach to Loan/Secondment, whilst offering the flexibility required to meet the specific needs of the Organization and its counterpart, as required.

II. Scope of application

2. This item applies to Loan/Secondment provided by Member States or by other entities, such as Sector Members, Associates and Academia, other entities listed under Article 19 of the ITU Convention, Non-Governmental Organizations, and International Organizations that are not part of the UN common system. To implement such arrangements, ITU and its counterpart (hereinafter “the releasing Institution”) conclude formal Agreements (hereinafter “Loan/Secondment Agreements” for covering the terms under which the personnel is loaned or seconded (hereinafter “loaned/seconded Personnel”).
3. Loan/Secondment Agreements are utilized for punctual secondments of an identified individual(s).
4. Loan/Secondment from non-governmental entities are acceptable provided that:
 - (a) personnel are not loaned/seconded from companies whose activities clearly conflict with the ITU’s mandate;
 - (b) The terms of reference of the loaned/seconded person are designed to ensure that there is no conflict of interest between the person’s proposed activities for ITU and his/her activities for the employer company.
5. It applies to loaned/seconded personnel working at Headquarters or in Field Offices.
6. It does not apply to personnel serving under other established schemes, such as the Expert Scheme, nor to interns.

III. Basic Principles

7. The following principles govern the Loan/Secondment of personnel to ITU:
 - (a) Loan/Secondment Agreements should be in the interest of ITU, fostering the mutual transfer of know-how between ITU and the Releasing Institution.
 - (b) The purpose of a Loan/Secondment is to provide expertise/skilled personnel not available within the Organization or to supplement currently available expertise, on the basis of a specific need identified by ITU to enhance its capacity for programme execution and the rapid deployment of expertise;
 - (c) Loan/Secondment Agreements may not be concluded as a substitute for the recruitment of staff against posts;
 - (d) ITU makes the decision on the selection of loaned/seconded personnel;
 - (e) Loaned/seconded personnel should meet ITU’s recruitment standards, in terms of qualifications and experience.

- (f) In assigning loaned/seconded personnel to a particular function, due account should be given to geographical balance requirements as well as to gender balance within the Organization.

IV. Functions

- 8. Loaned/seconded personnel may only be assigned functions consistent with the conditions set out in Paragraph 7 (a), (b) and (c) above. Loaned personnel should not supervise staff members in the exercise of their official duties.
- 9. Loaned/seconded personnel are not to be involved in decisions affecting the status, rights and entitlements of staff members.

V. Selection of loaned/seconded Personnel

- 10. ITU establishes the Terms of Reference and the qualifications and experience required for the assignment.
- 11. On this basis, the releasing Institution will, to the extent possible, provide ITU with the Curriculum Vitae of **at least three suitable candidates**.
- 12. ITU interviews the candidates (by audio/teleconference or in person) and makes the final selection.

VI. Types of Loan/Secondment Agreements

- 13. Loan/Secondment Agreements can be concluded under either of the following arrangements:
 - (a) Non-reimbursable Loan: where the releasing Institution pays full and direct remuneration to the loaned personnel, including benefits and social security.
 - (b) Secondment Agreement, i.e. a fixed-term appointment: where the releasing Institution deposits in ITU's account the estimated cost of the secondment to cover full remuneration to the seconded personnel, including benefits. The post is funded by the Releasing Institution and identified as a "Secondment Extra-budgetary post".

VII Non-reimbursable Loan Agreements (Loan Agreements)

Duration of Loan Agreements

- 14. Loan agreements are normally concluded for a period of up to one year.
- 15. Loans agreements can exceptionally be extended, for an additional maximum period of six months or one year, when justified by the need for continuous services of the loaned personnel. Such extension must be supported by justifications and approved by the Secretary-General. In no circumstances shall loan agreements be extended beyond 2 year.
- 16. Extensions of Loans Agreements should be based on the determination that the function continues to be needed, on a temporary basis, e.g. that there is no continuing need for such function which would make it more appropriate to establish a long-term position and build internal expertise.
- 17. Loaned personnel provide services to ITU for a specific period of time during which they are placed under the functional and technical supervision of the Organization, while retaining their employment relationship with the releasing Institution.
- 18. Loaned personnel perform their functions under the authority and in full compliance with the instructions of the appropriate official in the ITU Bureau/Department/Field Office concerned, and any person acting on his or her behalf. They are required to observe all applicable Regulations, Rules, administrative instructions, procedures and directives relevant to the

performance of their functions. They shall, upon taking up their functions, be issued with all relevant documentation.

19. Persons whose services are accepted on a non-reimbursable loan have the relationship to ITU of independent contractors and are thus not staff members of ITU. The contractual relationship of such persons to ITU is established by a standard individual non-reimbursable loan contract. Their relationship is therefore subject solely to the terms of that contract and not to the Staff Regulations and Rules.
20. While performing functions under a loan agreement, loaned personnel are considered as “Experts on Mission” within the meaning of the relevant provisions on privileges and immunities of the Convention on the Privileges and Immunities of the Specialized Agencies adopted by the United Nations on 21 November 1947 and the Host Country Agreement (s). They shall be issued with a ITU certificate and, where applicable, an identification card for the duration of his/her assignment, in accordance with the practice for “Experts on Mission” for the ITU. Nothing in or relating to this arrangement shall be deemed a waiver, express or implied, of any privileges or immunities of ITU.

Medical Clearance

21. Loaned personnel do not have to undergo a medical examination before taking up their duties but are required to sign a medical declaration form confirming their fitness for work, for which they will be held responsible.

Remuneration, medical and life insurance, pension and other social security benefits

22. All expenses in connection with the services of the loaned personnel, including salaries, allowances and benefits to which loaned personnel are entitled, and travel costs to and from the location where the loaned personnel are based, shall be paid by the Releasing Institution. During the entire period of service under the agreement, the Releasing Institution shall also ensure that the loaned personnel are covered by adequate medical and life insurance, as well as insurance coverage for illness, disability or death incurred in the service of ITU. Such personnel shall not be eligible for coverage under the UN Joint Staff Pension Fund.

Annual leave

23. Annual leave may be taken by loaned personnel in accordance with their terms of service with the Releasing Institution but may not exceed leave entitlements of staff members. Leave plans must be approved in advance by the supervisor at ITU.

VIII Secondment Agreements

Duration of Secondment Agreements

24. Secondment agreements are normally concluded for a period of 1 year.
25. Secondment agreements can exceptionally be extended, for up to an overall maximum period of 3 years, when justified by the need for continuous services of the seconded personnel. Such extension must be supported by justifications and approved by the Secretary-General. In no circumstances shall Secondment agreements be extended beyond 3 years.
26. Extensions of secondment Agreements should be based on the determination that the function continues to be needed, on a temporary basis, e.g. that there is no continuing need for such function which would make it more appropriate to establish a long-term position and build internal expertise.
27. Seconded personnel have the status of staff members and shall be subject to Staff Regulations and Staff Rules applicable to appointed staff. Loaned personnel may be issued with a Laissez Passer, and where applicable, an identification card for the duration of his/her assignment.

Medical Clearance

28. Appointment of seconded personnel is subject to medical clearance by the ITU Medical Adviser, based on the prescribed medical tests and examinations carried out on the selected candidate by a qualified medical practitioner.

Remuneration, medical and life insurance, pension and other social security benefits

29. The estimated cost of the whole duration of the fixed-term appointment is provided by the releasing Institution. In addition, the releasing Institution shall make a contribution to ITU, at a rate of 10 percent to defray administrative and support costs. Members States and Sector members may be exempted from the payment of these administrative costs.
30. Personnel on secondment may:
 - (a) be enrolled in ITU's CMIP if they fulfil the conditions for participation as set out in the CMIP Statutes and provided that their participation is not expressly excluded by the terms of his/her appointment. The recognized dependants of Loaned personnel on secondment enrolled in the CMIP, and his/her spouse, may also be enrolled in the insurance in accordance with, and subject to, the provisions of its Rules
 - (b) be enrolled in the UNJSPF if eligible under the United Nations Joint Staff Pension Fund (UNJSPF) Regulations, provided that enrolment is not expressly excluded by the terms of their appointment.

IX General provisions applicable to Loan/Secondment Personnel

Travel

31. Costs incurred by loaned/seconed personnel undertaking official travel in the discharge of their functions shall be paid by ITU on the same basis as costs incurred by staff members, including payment of daily subsistence allowance, as applicable, unless otherwise provided for in the Loan/Secondment Agreements.

Evaluation of services

32. Upon completing the loan assignment, the receiving office shall establish a performance evaluation of the services of the loaned/seconed personnel.

Standards of conduct

33. Loaned/seconed personnel shall respect the impartiality and independence of ITU and of the receiving office, and shall be precluded from seeking or accepting instructions regarding the services performed under the agreement from any Government or from any authority external to the Organization. They must refrain from any conduct that would adversely reflect on the ITU or on the receiving office, and may not engage in any activity which is incompatible with the aims and objectives of ITU, and the United Nations.
34. Loaned/seconed personnel shall exercise the utmost discretion in all matters relating to their functions. Unless otherwise authorized by the appropriate official in the receiving office, they shall not communicate at any time to the media or to any institution, person, Government or other external authority any information that has not been made public, and which has become known to them by reason of their association with ITU or the receiving office. They shall not use any such information without the written authorization of the appropriate official, and such information shall never be used for personal gain. These obligations shall continue after the end of their service with ITU.

Security

35. ITU shall provide loaned/seconded personnel the same protection and physical security measures afforded to its staff. Loaned/seconded personnel will, inter alia, be included in all ITU security arrangements, in a manner consistent with United Nations Department of Safety & Security (UNDSS) published directives.
36. All loaned/seconded personnel are expected to adhere to security regulations, rules and procedures. They must undertake the mandatory security training applicable to ITU staff and employees.

Limitations on recruitment/appointment

37. Loaned/seconded personnel may not be employed by ITU on any form of contract for [6 months] after the end of their Loan/Secondment. Loaned/seconded personnel are considered external candidates when applying for a vacant post in ITU.

X General Provisions applicable to Loan/Secondment Agreements

Loan/Secondment Agreement with ITU – Memorandum of Agreement

38. The respective obligations of ITU, the Releasing Institution and the loaned/seconded personnel will be clearly specified in a formal agreement between ITU and the Releasing Institution. The individuals who are to serve as loaned/seconded personnel shall serve under the terms agreed upon by ITU and the Releasing Institution.
39. The essential duties and obligations that ITU expects from loaned/seconded personnel are spelled out in the Agreement with the Releasing Institution and in an Individual Contract signed by the loaned/seconded personnel.

Liability

40. The Releasing Institution shall indemnify ITU and absolve it of any responsibility for any prejudice or damage sustained as a result of the non-observance of the loaned/seconded personnel's obligations and for any court action, claim or charge of any kind which may result from a wrongful act of commission or omission perpetrated by the loaned/seconded personnel in the performance of their duties.
41. The Releasing Institution shall also bear, or reimburse ITU for any legal costs and/or other legitimate expenses incurred in connection with any legal action in which the Organization may come to be implicated as the result of an offence committed by the loaned/seconded personnel.
42. The releasing institution will reimburse ITU for financial loss or for damage to ITU owned equipment or property caused by loaned/seconded personnel, if such loss or damage:
 - (a) occurred outside the performance of services with ITU; or
 - (b) arose or resulted from gross negligence or willful misconduct or violation or reckless disregard of applicable rules and policies by such loaned/seconded personnel.

Termination

43. The Loan/Secondment Agreement may be terminated by ITU, the Releasing Institution or by the loaned/seconded personnel prior to the date stipulated in the Loan/Secondment Agreement between ITU and the Releasing Institution upon one month written notice.
44. Unsatisfactory performance, or failure to conform by the loaned/seconded personnel to the standards of conduct set out above, may lead to termination of service, for cause, at the initiative of ITU. One month notice shall be given in such cases.

45. Any serious breach of the duties and obligations that, in the view of the Secretary-General, would justify separation before the end of the notice period will be immediately reported to the Releasing Institution, with a view to agreeing on an immediate cessation of service.

Arbitration

46. Any controversy or dispute concerning the execution or interpretation of the Loan/Secondment agreement shall be settled directly and amicably by them through mutual negotiations. If it is not amicably settled, it shall be submitted to an arbitrator chosen by agreement between the releasing Institution and ITU. In the event of failure to agree on the choice of an arbitrator, either party may request that an arbitrator be appointed by the Court of Arbitration of the International Chamber of Commerce (ICC).
47. The place of arbitration shall be Geneva. The language of arbitration shall be English. The arbitration shall be carried out in accordance with the Rules of Arbitration of the International Chamber of Commerce, as at present in force. The arbitrator's ruling shall be binding and final upon the Parties and any recourse against this ruling to any court or tribunal shall be excluded. The arbitrator shall rule upon the costs of arbitration, which shall be apportioned between the parties.

XI Procedure

48. The HRM Department is the focal point for the conclusion of Loan/Secondment Agreements.
 49. In cases where a Bureau/Department/Field Office requires the loan of personnel for a specific function, it shall submit the Terms of Reference for the services to be provided by the loaned/seconded personnel to HRMD. If a releasing Institution has been identified, the Loan/Secondment Agreement shall be presented to the Institution concerned as ITU's Standard Agreements governing the terms and conditions for such loans.
 50. Loan/Secondment Agreements must be submitted to the Secretary-General, or his/her designated representative, for clearance. Once cleared, Chief of the HRMD, or his/her designated representative, may sign the Agreement, together with the individual loan contract.
 51. The HRM Department shall submit to the Secretary-General, on an annual basis, or at any time upon his request, information on loaned/seconded personnel.
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Junior Professional Officer Programme



April 2018

What is the JPO Programme?

The Junior Professional Officer (JPO) programme offers young professionals who are graduates from universities or institutes of higher education an opportunity to acquire professional experience in the different Bureaux and in the General Secretariat of the International Telecommunication Union (ITU). JPO vacancies might be based at headquarters in Geneva or in one of 12 area offices. Successful candidates are considered as full members of staff upon joining ITU.

Junior Professional Officers are recruited under trust fund agreements between ITU and donor governments to work on development projects or regional projects within the ITU's wide scope of activity. These agreements outline the respective obligations of all contracting parties.

Within the UN system, there are nineteen governments that participate in the JPO/Associate Experts programme:

The selected JPOs are usually nationals of these countries. However some of these governments may agree to finance the participation of candidates from developing nations.

QUALIFICATIONS

Candidates for the JPO Programme are selected on a highly competitive basis. The qualifications required for consideration can be viewed below.

Applications for the JPO programme must be made through the appointed representative of the candidate's government and not directly to ITU.

The qualifications below are required for consideration:

- Candidates should usually be under 35 years of age;
- Depending on the grade level of the JPO position, a University degree (or equivalent) or a Master degree, in telecommunications, engineering, science, economics, international relations, business management, public administration, law, or any development-related discipline must have been obtained by the time of application;
- A minimum of two years of working experience is prerequisite in general; experience in a developing country is considered as an advantage.
- Candidates should be proficient (writing and speaking) in at least one of the six official languages of ITU, Arabic, Chinese, English, French, Russian and Spanish. Good knowledge of a second official ITU language is a plus. Day-to-day working languages within the UN system are English and French.
- Candidates should possess excellent information technology skills, including working knowledge of: word-processing tools, database applications, presentation software, basic web pages creation and web browsers (Internet Explorer, Mozilla Firefox, Google Chrome, etc.)
- Evidence of ability to think strategically; analyze problems and find solutions; express ideas clearly and work both independently and in teams is essential. A sense of self-assuredness combined with cultural and gender sensitivity is also very important;

- Candidates should be committed to development issues and show interest in adapting to varied physical and professional environments as well as the desire to work with and adapt to people with different language national and cultural backgrounds.

Although this list is not exhaustive, applicants should note that it references what are generally considered to be the minimum requirements for consideration. Exceptions and amendments to the list of requirements may be depending on requirements of the donor government and the needs of the duty station.

APPOINTMENT AND SUPERVISION

JPOs are usually appointed for an initial period of 12 months. The total duration of JPO assignments varies from two to three years, depending on the donor policy and the nature of duties performed.

During this time and for the duration of their appointment they are considered as full-fledged ITU staff members on fixed-term contracts.

JPOs can carry out their assignments in a wide variety of fields either at headquarters, in regional and area offices or in field projects.

Supervision.

JPO's are assigned supervisors who are experienced ITU staff members. The supervisor is there to assist the JPO in the early stages of his or her assignment and to provide feedback and assistance as and when necessary. These relationships are particularly useful for receiving career guidance and ensuring from a practical perspective that the JPO is able to contribute to the organization's objectives in a meaningful way.

JPO FUNDING

The JPO programme is financed under Trust Fund arrangements between ITU and the donor. The latter contributes to the JPO's salary, staff entitlements, and other expenses as per the agreement to be signed between ITU and the donor.

A support charge is provided to cover the cost of the administrative services related to the JPO post.

The average yearly cost for a JPO post depends on his or her family status, the salary scale in which the JPO has been recruited, the post adjustment multiplier and the duty station. The average cost for a single person ranges from approximately USD 135 000 to USD 150 000 for a P-2/I, depending on the duty station. Exact costs will be calculated as soon as duty station and candidates status are confirmed.

If the sponsoring government opts for JPO to participate in the United Nations Joint Staff Pension Fund, an additional cost of approximately USD 15 000 per year will be incurred.

To formalize the participation, a standard agreement is signed between ITU and the sponsoring country/institution.

JOB DESCRIPTIONS

ITU is responsible for establishing the Terms of Reference and the qualifications and experience required for assignments identified for being offered to candidates



ITU Internship Programme Objectives, procedures and guidelines



February 2013

Internship Programme

AIM

1. Internship programmes provide an invaluable opportunity for candidates to obtain further education and practical experience. Interns have the chance to develop their skills and aptitudes by being directly exposed to the work of the Union and to a multicultural and inter-governmental environment.
2. The Union can benefit from the enthusiasm, knowledge, skills and creativity of participants in the internship programme.
3. Taking into account the practices on the internship, the proposed Internship Programme has been developed from the existing programmes in these organizations.

ELIGIBILITY

4. Under this programme, the individual must meet the following criteria:
 - i. Be at least 18 years old and not more than 30 years old (exception made when PhD in progress);
 - ii. Normally, be enrolled in an undergraduate or graduate/post-graduate programme or be a student recently graduated (within six months) who is looking for experience;
 - iii. Be a citizen of a Member State of ITU;
 - iv. Be certified as medically fit for work;
 - v. Have or being eligible for an appropriate entry visa, residence or immigration status in the country of assignment;
 - vi. Provide ITU with a written proposal for an assignment, which is evaluated by the Union as suitable for volunteer action and within the mandate of ITU;
 - vii. Should have fluency in at least one of the six official languages of the Union: Arabic, Chinese, English, French, Russian and Spanish.;
 - viii. Have registered their CV;
 - ix. Have provided a copy of University enrolling or graduate certificate.

TYPES OF WORK

5. Interns may undertake work which directly supports ITU's work in the area of its mandate. The programme is not intended to substitute for work and activities covered by established posts whatever the source of funding.

DURATION

6. The duration of an assignment should normally be two weeks to three months, but it can be extended to six months in any twelve-month period. No further assignments should then be given to the same intern.

7. Internship assignments may be terminated by both parties with one week's notice in writing.

8. Interns will work on a full time basis or part time basis, with normal working hours, as specified in the contract.

LOCATION

9. Interns may be in any ITU's office, at headquarters or in any other duty station in the region. However interns are only assigned in the same country where they are originally engaged. Travel expenses incurred by the intern to reach the duty station are not reimbursable by the Union.

TRAVEL

10. Normally, interns will not be required to travel outside of the assigned duty station.

REMUNERATION

11. Within the "Internship Programme" there is no remuneration attached; individuals who engage in work will not be paid.

SPONSORED INTERNSHIP (on trial)

12. ITU may decide to sponsor candidates from certain countries.

13. The conditions applicable to the sponsored internship programme are the following ones. They complement generic conditions mentioned in paragraph 4 above.

- i. candidates must be nationals from LDCs (Least Developed Countries) or assimilated countries, and SIDs (Small Island Developing States and landlocked developing countries);
- ii. candidates have to be enrolled in graduate programme;
- iii. candidates should not bear any family relationships to a staff member of the ITU or of the UN or any specialized agency, funds and program of the UN common system, or of a Permanent Mission in the host country where the internship will be accepted.

14. Accordingly, ITU will pay a stipend if the intern is not financially supported by any institution, university and other sources within the financial resources approved by the Secretary-General. In cases where the intern receives funding from a sponsor, ITU will pay the difference

between this amount and the above stipends, if any. No stipend will be paid for an intern who is assigned in this country of residence.

15. The duration of each sponsored internship will be determined according to the individual needs, but will not be longer than 6 months.

16. The selection is made in accordance with provisions in paragraph 27 below. However, the final decision on recommendation submitted by Directors/Chiefs of Department rests with the Secretary-General. The management of the fund used for financing the sponsored internship program is placed under the responsibility of the Secretary-General.

PRIVILEGES AND IMMUNITIES

17. Interns engaged under ITU's internship programme will not be considered staff members of ITU; therefore ITU will not grant any privileges or immunities. Interns will make their own arrangement for obtaining visas if necessary. ITU will provide the intern with documentation certifying that the individual is an intern with the Union.

MEDICAL AND HEALTH

18. ITU will provide insurance coverage to Interns at Headquarters or at an ITU office in a region, as specified in the internship contract.

19. ITU will provide insurance coverage for death attributable to the performance of official duties, as specified in the internship contract.

CONDITIONS OF SERVICE

20. The interns will not be considered in any respect as being a staff member of ITU and will not accrue benefits. In this regard, assignments under the Internship Programme do not carry expectation of conversion to any other type of contract or appointment in any activity of ITU.

21. The Union has no commitment for a job to the internship and the interns will not be eligible for any type of contract with the ITU for a minimum period of 6 months after his/her internship terminates at ITU.

22. The intern will perform the functions specified in his/her Terms of Reference, to be prepared by the Bureau/Department concerned before the beginning of the assignment

23. Should the Intern's absence be for a period of more than three consecutive working days, he/she shall provide a certificate of incapacity from a duly qualified medical practitioner stating the nature and probable duration of his/her incapacity.

24. Unsatisfactory performance or failure to conform to the standards of conduct set out in this Policy, including the conditions set out in the form to be signed by the intern, may lead to termination of the assignment for cause, at the initiative of ITU. One-week notice shall be given in such cases. However, any serious breach of the duties and obligations that, in the view of ITU, would justify termination before the end of the notice period will lead to the immediate cessation of the assignment. In cases of a sponsored intern, these situations should be immediately reported to the government or institutions concerned.

OBLIGATIONS OF THE INTERN

25. Interns have the following obligations towards the Union:

- i. Interns will sign an Internship Agreement, setting out the terms and conditions of service;
- ii. While on the premises of ITU, interns will conduct themselves in a manner compatible with normal standards of courtesy and professional behavior and in accordance with the standards of conduct of international civil service;
- iii. Interns will work in accordance with the time schedule agreed with the supervisor and will notify the supervisor in case of absence, i.e. illness or other unavoidable circumstances, which might prevent him/her from fulfilling his/her obligation;
- iv. Title rights, copyrights and all other rights of whatsoever nature on any material produced by the interns for ITU during the course of their assignment with ITU will be vested exclusively in ITU.
- v. Interns must keep confidential any and all unpublished information made known to them by ITU during the course of the assignment and must not publish any reports, or papers based on information obtained or made available to him/her during the assignment except with the written authorization of ITU. This provision shall survive the expiration of the internship with ITU.

ITU's OBLIGATION

26. ITU will:

- i. Provide office space, computer access tools, materials and office supplies required by the intern provide the agreed activities;
- ii. Assign interns to a particular supervisor, who will be a professional ITU staff member to monitor the work and ensure that the expected results are achieved as well as to give general guidance ;
- iii. Assign to the interns work which is of mutual interest to the ITU and to the Intern;
- iv. Provide **an Internship Agreement** stating the Terms of reference of the assignment and the conditions of service.
- v. Issue a certification of participation to interns who have successfully completed the assignment.
- vi. Establish a performance appraisal report

RECRUITMENT AND PLACEMENT PROCEDURES

27. Internship assignments will be offered to candidates who meet the criteria outlined above; more precisely the following procedures should be followed:

- i. Director of Bureau/Chief of Department should determine what activities/functions are suitable for internship work bearing in mind the guidance given in the above paragraph on the type of activities to be undertaken by interns.
- ii. Applicants for the Internship Programme should provide to the HRM Department a completed and updated internship Personal History form and a written proposal describing the objectives and expected results of their internship activities;

- iii. Director of Bureau/Chief of Department should have the proposal assessed and if it is determined that the intern will be engaged, prepare written terms of reference for the assignment. Bureaux/Departments should ensure that reference checks and interviews are carried out to verify candidate suitability;
 - iv. Director of Bureau/Chief of Department concerned selects the application of the intern, subject to provisions in paragraph 16 regarding the sponsored internship programme, and transmits it to HRM Department to complete the administrative actions.
 - v. The application should be approved by the Deputy Secretary General.
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