



# ITU Internship Programme Objectives, procedures and guidelines



January 2012 – revised October 2012 / 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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