

Annex I

Internship Agreement

I, as an intern, accept the present conditions governing UNHCR's Internship Programme and undertake to abide by the following:

Conditions governing the internship

1. As an intern, I will not be considered in any respect as a staff member of UNHCR.
2. My internship will be for the following period: from _____ to _____. I am aware that this internship does not carry any expectation or entitlement to employment with UNHCR at the conclusion of the internship or at any time thereafter.
3. As an intern with UNHCR, starting 01 June 2018, I will receive Food and Local Transportation Allowance (FLTA). In order to take into account local circumstances, the amount of the FLTA will be the equivalent of 10% of the Daily Subsistence Allowance (DSA) of the duty station. It must not exceed the equivalent of XX USD per month, normally payable in local currency. *(Please remove the following sentence if the intern is sponsored: In cases where a sponsored intern receives funding (less than the amount of allowance described above) from the sponsoring institution or another sponsor, UNHCR will pay the difference between this amount and the above allowance, if any).*
4. In cases of absence(s) due to illness, I will be granted up to two days of sick leave per month of service. Should my absence be for a period of three or more consecutive working days, I shall provide a certificate of incapacity from a duly qualified medical practitioner. In cases where I exhaust the authorized sick leave days for the duration of my internship, my contract shall come to an end.
5. I may be absent, for any other reasons, for a maximum of one and a half (1.5) days per month. Longer absence will result in the pro-ration of my FTA.
6. I will be responsible for making my own travel and accommodation arrangements and for obtaining the necessary visa for entering the country of duty station in which I will undertake my internship. UNHCR may facilitate the process of obtaining entry visas and residence permits for countries of assignment. I am responsible for having all the prescribed vaccinations for travel to the duty station of my internship. I will be responsible for the costs of travel, visas, accommodation, vaccines and living expenses.
7. I will provide UNHCR with a certificate of good health from a qualified medical practitioner issued on letter head paper and certifying my fitness for work, as well as travel. In the event I am not able to produce the required certificate, I will not be admitted to the Internship Programme.

8. I am fully responsible for arranging, at my own expense, medical insurance including medical evacuation covering the period of internship at UNHCR and I confirm that I have such insurance. I will provide to my supervisor and local administration/local HR a copy of documentation attesting of such insurance coverage.
9. As an intern, I will not receive any remuneration, subsidy, compensation or other benefit from UNHCR, except as provided in paragraph 3 above.
10. I declare that I do not bear any of the following relationships to a staff member of UNHCR including a Temporary Appointment holder or a member of the Affiliate Workforce: father, mother, son, daughter, brother or sister.

Obligations with respect to the internship

11. During the course of my internship, I will conduct myself in a manner compatible with normal standards of courtesy and professional behaviour.
12. I shall refrain from any conduct that would adversely reflect on UNHCR and shall not engage in any activity that is incompatible with the aims and objectives of UNHCR, or the exercise of my functions.
13. I will respect the impartiality and independence of UNHCR, and will neither seek nor accept instructions from any government or from any authority external to UNHCR.
14. I will keep confidential any and all unpublished information made known to me by UNHCR during the course of my assignment and will not publish any reports or papers based on information obtained or made available to me during my assignment, except with the written authorization of UNHCR. This provision shall survive the expiration of my internship with UNHCR.
15. Title rights, copyrights and all other rights of whatsoever nature on any material produced by me during the course of my internship with UNHCR will be vested exclusively in UNHCR. However, it is agreed that I may use the results of the work done by me during the course of my internship with UNHCR in my academic dissertation or for any other academic purpose, subject to UNHCR's authorization as per paragraph 14.
16. I will perform the functions specified in my Terms of Reference, in accordance with the hours established by the UNHCR office in which I have to undertake my internship.
17. I will complete the Basic Security in the Field training and, for duty stations other than Headquarters locations, the Advanced Security in the Field. I will also complete all mandatory UNHCR online training programmes that are applicable to UNHCR staff.
18. I will perform my functions under the authority, and in full compliance with the instructions of the supervisor assigned to me, and of any person acting on his or her behalf.
19. I will return all the items in my possession belonging to UNHCR (e.g. security pass, etc.) on the last day of my internship to the designated authority.

20. At the end of the internship I will complete the Intern Exit Evaluation Form.

Termination

21. I am aware that my unilateral decision to resign from the internship before the date of termination requires 14 calendar days' written notice to UNHCR.

22. I am aware that unsatisfactory performance or failure to conform to the standards of conduct set out above (including those set out the Internship Administrative Instruction) or absence from the office in excess to the authorized leave days shall lead to termination of the internship, for cause, at the initiative of UNHCR. 14 calendar days' notice shall be given in such cases.

23. However, any serious breach of the duties and obligations that, in the view of UNHCR, would justify separation before the end of the notice period will lead to the immediate cessation of the internship.

Signature:

Name of the Intern:

Date:

Signature:

Name of the Supervisor:

Date:

