



**Civil-Military Co-operation  
Centre of Excellence**

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99.99.9999

SUBJECT: INTERNSHIP AGREEMENT

AIM

1. This agreement has the aim to establish the rights and obligations of the intern towards CCOE during the internship at CCOE. It does not constitute a labour-contract.

INTERN

2.   
, shall complete an internship at CCOE  
from  to .

The aim of this internship will be .

AGREEMENT

3. The intern agrees to the following:
- a. All communications, publications, work or other products will take place or are produced in the English language. The interns' English skills are sufficient to meet this requirement.
  - b. The intern will work approx. 38-40 hours a week or accordingly the working schedule of the respective branch the intern is attached to, five days a week for CCOE during the internship.
  - c. CCOE will have unimpeded access to all products, work, results or research done by the intern during or in relation to the internship. The intern cannot invoke any intellectual property rights towards CCOE.
  - d. Before handing in the intern report to the sponsoring government or institution, it must have been presented to the CCOE.

- e. CCOE does not pay the intern for the internship. The intern, the sponsoring nation or the applicable institution, will carry necessary costs or expenses made during or in relation to the internship. Only accommodation for the whole internship period and the CCOE meals arrangement as mentioned in the CCOE SP Annex H is on CCOE's account and is facilitated in Zuidkamp.
- f. The intern shall cover that he / she is insured for costs arising from illness or accidents during the internship. The intern shall notify the insurance company of the higher risks during the internship.
- g. Interns are obliged to inform any party they encounter during or in relation to their internship that they are interns.
- h. The intern shall obey all rules, directives and directions, codes of conduct and national regulations during the internship period in CCOE and agrees to all other regulations laid down in Staff Procedures of CCOE, e.g. the SP applicable for internship.
- i. The intern shall keep secret all classified information and knowledge received or obtained during or in relation to the internship at CCOE. The intern declares to be aware that this obligation also applies before and after the internship. If there is a need for the intern to make any information public, he / she will need prior written authorization from the Deputy Director of CCOE. No NATO information or NATO paper is to be published without NATO authorization.
- j. The intern shall not engage in any substantial (external) activity during the internship without prior consent of CCOE.
- k. In case of illness, accidents or any other issue that prevents the intern from doing his job the intern shall notify CCOE without delays.
- l. The intern shall not have access to restricted or confidential or secret information nor will the intern seek access to such information. If the intern has been in contact with such information, the intern has the obligation to report this to the CCOE security officer.
- m. CCOE will not send interns into missions, mission areas or on exercises.
- n. The intern is responsible for obtaining the necessary legal documents in order to fulfil the internship. The intern is also responsible for arranging all other facilities necessary to fulfil the internship, such as travel to and from CCOE.
- o. The intern will never abuse any of the opportunities given to him / her in relation to the internship at CCOE.

- p. The intern was not, is not and will not be in anyway related to any of the employees of CCOE. The intern cannot apply for positions or functions within CCOE during the internship.

4. Dissolving the contract:

- a. The contract between CCOE and the intern will automatically end at the above-mentioned date of the end of the internship.
- b. The contract can also one-sidedly be ended by CCOE in any of the following circumstances:
  - (1) The intern has behaved in a way that adversely affects CCOE.
  - (2) The intern has abused any of the opportunities given to him /her in relation to the internship at CCOE.
  - (3) The intern has violated any of the regulations applicable to him/her.
  - (4) It is unlikely that the intern will achieve the aim of the internship within the set timeframe.
  - (5) Any other circumstance or event, which makes it desirable for CCOE to end the contract with the intern.
- c. If the intern ends the contract before the above-mentioned date or if the intern does not meet the aim of the internship, all costs made by CCOE for this internship will be reimbursed.

5. Declaration of the Intern:

I accept the internship, which has been offered to me by CCOE and understand the following:

- a. CCOE will not pay me for my internship; with the exception of expenses in relation to duty travels approved by CCOE. All other expenses connected with the internship will be my responsibility or my sponsoring Government or institution, except the accommodation and meal arrangement that CCOE will offer me;
- b. CCOE carry no liability for costs arising from accidents and/ or illness incurred during my internship;
- c. I am not eligible to apply for, or to be appointed to, any post within CCOE during the period of my internship;

- d. I am personally responsible for obtaining necessary visas and arranging my travel to and from CCOE;

I undertake the following obligations with respect to the CCOE internship:

- a. To observe all applicable rules, regulations, instructions, procedures and directives of the CCOE, including lawfully given verbal instructions;
- b. To refrain from any conduct that would adversely reflect on CCOE;
- c. To keep confidential any and all unpublished information made known to me by the CCOE during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of CCOE, not to publish any reports or papers on the basis of information obtained during the internship, both during and after the completion of my internship, without consulting the CCOE in advance;
- d. To provide the CCOE with a copy of all materials prepared during my internship;
- e. To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
- f. To complete the internship evaluation questionnaire at the end of my internship and to submit it to the P&C Branch of CCOE
- g. To return my identification pass to the SPT Branch of CCOE at the end of my internship.

Enschede 99.99.9999

Intern: .....  
(signature)

(Approved and legalized)  
Deputy Director CCOE .....  
(signature)