

CCOE INTERNSHIPS

INTRODUCTION

1. Civil-Military Co-operation Centre of Excellence (CCOE) provides internships on a case-by-case basis, and does not have a permanent internship programme.
2. Purpose. The internship will be beneficial to both parties since CCOE will gain additional workforce over period of time. Interns will be able to gain understanding of an international organisation, while substantiating their CV. Although sometimes labour-intensive, interns can provide a valuable return in terms of the contribution they can make to the organisation. They can provide essential ties with academia, conduct research work, inject outside thinking into the system and provide technical expertise not otherwise available at CCOE.

GENERAL TERMS

3. Aim. The CCOE internship has three main objectives:
 - a. To provide interns with an opportunity to learn from working in an international environment and enhance their educational experience through practical work assignments, research or studies, as well as with additional staff resources;
 - b. To provide the organisation with access to the latest theoretical and technical knowledge than the intern can apply through practical work assignments, research or studies, as well as with additional staff resources;
 - c. To expand understanding of CIMIC and CMR and expand the network on both sides.
4. Duration of the Internship
 - a. In principle, the period of internship will be two up to three months. If there is a need to extend, depending on the complexity of the subject that the intern will research, this must be clarified and approved in advance. As the need for interns varies and is on-going throughout the year, CCOE does not have any specific periods or deadlines for applications.
 - b. Internship is based on a full-time basis. The interns are expected to work five days a week in the branch that has selected them, under the supervision of a staff member.

5. Eligibility criteria

- a. Candidates need to be enrolled in a degree program in a graduate school (second university degree or higher) at the time of the desired internship period. Depending on specific divisional requirements, candidates may be required to have a master's degree.
- b. Candidates, pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have to have completed at least four years of full-time studies towards the completion of a degree at a university or equivalent institution. Depending on specific divisional requirements, candidates may be required to have extended years of study.
- c. Proficiency in English, the official working language of CCOE, is essential.
- d. Candidates must be national of a NATO member country. Candidates that do not meet this criterion still can request for an internship. The CCOE Directorate will decide for approval if the respective country is not a NATO member country.
- e. Applications for an internship should be supported by the university or related institution of the candidate. A minimum requirement is a letter from one of the professors supporting the application.

6. Procedures for Applications and Selection

- a. Applications are to be forwarded to the CCOE (Registry), preferably by e-mail (registry@cimic-coe.org), not earlier than 6 months and not later than 2 months, prior to the desired internship period. Applications may also be faxed to +31 53 480 3444 or mailed to the following address:

CIMIC Centre of Excellence
Registry
Complex Twente (building C1)
PO Box 5013
NL-7500 GA Enschede
The Netherlands

- b. The advertisement of internships will mainly be done through the Internet and, in order to target specific groups, through Public Diplomacy networks with contacts in academia.
- c. Applications will be retained for a maximum period of 6 months, after which they will no longer be considered part of the current pool of applicants.
- d. Submissions of Applications. Applications for internship, whether coming through the applicable Senior National Representatives (SNR) or directly from the candidates, have to be submitted to the CCOE (Registry) using the enclosed forms (Appendices 1 and 2). A copy of the CV of the candidate in the working language English must also be attached to the application form.

Together with their application, all candidates will be required to submit a short essay (150-250 Words) giving details on their motivations for an internship, why they want to work in a particular division and on their expectations during the internship. Other documents linked to the eligibility criteria mentioned above should be applied to CCOE only in case the candidate will be interviewed for an internship position.

- e. Selection. Following initial screening by P&C Branch, applications will be staffed within CIC and T&E with the aim of selecting interns, clarify possible start dates and other pertinent information. Once a candidate has been selected, he / she can be invited for an interview where details can be discussed before a final decision is made.
- f. On appointment. As soon as a candidate has been selected, the branch will forward his / her file - together with a brief description of his / her duties - to P&C Branch, who will forward these documents to P&O for taking action. The future intern will then be provided with an information package that will give information about CCOE and on the location, including direct surroundings.

7. Conditions for internship (financial, legal and insurance conditions).

- a. CCOE is not financially responsible for the interns. Costs and arrangements for travel and visas are the responsibilities of interns or their sponsoring institutions. CCOE only will take account for the accommodation during the internship and meals both provided/facilitated in Zuidkamp.
- b. In case the intern has to travel on authority of his / her receiving Branch, the expenses will be taken on by the Branch, which authorised the trip.
- c. CCOE accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internship must show proof of valid medical insurance coverage.
- d. CCOE is not responsible for any claims by any parties where the loss or damage to their property, death or personal injury was caused by the actions or omission of action by the interns during their internship.
- e. CCOE internship is not connected with employment and has no employment prospects. Interns cannot apply for posts at CCOE during their internship.
- f. Interns are considered to be extra personnel. They are no staff members of CCOE. Interns shall not be sought or accepted as substitutes for staff to be recruited against posts authorized for the implementation of mandated programmes and activities. Interns shall not represent CCOE in any official capacity.

8. Administrative formalities for Dutch Authorities. Interns will be individually responsible for carrying out all administrative formalities requested by the Dutch Authorities concerning their legal status during their period of residence in the Netherlands. CCOE will assist the interns by providing them with all the necessary information and provide those interns who need to apply for Dutch visas with a letter stating that the intern will be coming to the Netherlands to intern at CCOE.

PROCEDURES

9. Work assignment
 - a. Before an intern joins CCOE, the Branch-Chief of the Branch concerned will provide him / her with a brief job description he / she is expected to carry out. A copy of this description will be sent to the P&O Office and placed into the intern's personal file. This description must be based on the specific competences of the intern, who will, however, be expected to undertake other tasks that is required of him / her during the internship.
 - b. A supervisor, who should be a member of the respective branch of the intern, will be designated to advise and guide the intern during the internship.
 - c. Interns cannot undertake any duties without the authorization of their supervisor.
 - d. Furthermore, interns cannot represent CCOE to the press or any other body, or negotiate on behalf of CCOE.
 - e. Interns must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their internship. This is to be signed in the Internship Agreement. They will continue to be bound by the obligation after the end of their internship. CCOE reserves its legal right to terminate the internship and to pursue any person who does not respect this obligation.
 - f. At the end of the internship, the employing office will provide the intern with a certification on the internship, which will include an evaluation of his / her work. A copy of this evaluation is to be sent to P&O Office for inclusion in the intern's personal file. An exit interview will be conducted by P&C Branch to gather the views of the interns on the internship. The interns and their respective supervisor will fill out evaluation forms on the internship. This evaluation will be reviewed at the end of the year and frequently thereafter, to insure that the internship is fulfilling CCOEs' stated goals and meeting the needs of its participants.
10. Security
 - a. At all restricted areas of building C1 and during all meetings in this area it is necessary to have a NATO Security Clearance or a validated escort (security

pass holder). If there is no Security Clearance, the intern will get no access to NATO-Documents and will get no entrance to restricted areas.

- b. NATO SECRET Security Clearance in principle is required or an escort with respective security permission. For all security matters, interns will be under supervision of the Branch Chief / Branch where they are appointed to. In any case, access to classified information will be not higher than IAW their security clearance. For countable material, a log must be kept in the branch, together with the written authorization for access from the Branch Chief / Branch concerned.
- c. Interns will not be permitted to draw files from registries. The Branch Chief / Branch will assess the need for access to classified information, till the height of the intern's Security Clearance.
- d. Upon applying, the intern will have to acknowledge having read and agreed to abide by the conditions on Internship, which will be available on-line. Furthermore, they will be required to sign a certificate of acknowledgement of responsibilities based on the conditions of Internships upon arrival and departure.