

POLICY FOR INTERNSHIPS

A. PURPOSE

This document provides administrative guidance for internships in the SIOFA Secretariat. This policy is adopted as a complementary document to the SIOFA Staff Regulation 11.3.

The SIOFA Meeting of the Parties recognizes the mutual benefits of offering internships in the SIOFA Secretariat. Internships:

- 1.Expose talented postgraduate students and recent graduates of postgraduate or equivalent degree programmes to SIOFA work and provide them with an opportunity to further develop their skills.
- 2.Provide the Secretariat and SIOFA in general with the opportunity to accomplish additional tasks and activities that may not be supported by regular resources, including meeting support.

B. DEFINITION

1. An intern is a person from a CCP who is undertaking an internship in the SIOFA Secretariat in accordance with SIOFA Staff Regulation 11.3, the terms of this policy and the tasks and activities set out by the SIOFA Executive Secretary.

C. GENERAL RULES

- 1.Prior to commencing in the Secretariat, interns will be required to sign a confidentiality agreement to ensure that the Meeting of the Parties and the Secretariat's confidential information remains secure, both for the duration of the internship, as applicable, and beyond.
2. Interns are responsible for obtaining their visa and any other legal requirements according to applicable domestic law of France.

3. The SIOFA will not be responsible for the coverage of the intern's travel costs to and from their place of residence to the Secretariat head office, nor for their accommodation costs.
4. It is expected that interns will have a good working level of spoken and written English, such that they can participate in the work of the Secretariat. Knowledge of French will be considered an asset. Interns will also be expected to have strong IT skills and to show a sense of initiative.
5. All rights to any work done by the interns in the performance of their duties in the SIOFA Secretariat are the property of SIOFA.

6. If an intern intends to publish, whether alone or with others, any text on a matter relating to the work of SIOFA, he/she will inform the Executive Secretary and the Chairperson of the Meeting of the Parties (if any) in advance. The Executive Secretary and Chairperson will have the right to object to the publication if, in their reasonable judgement, the publication is liable seriously to prejudice the legitimate interests of the SIOFA and/or any of its CCPs or CNCs.

D. PLACEMENT OF INTERNS IN THE SIOFA SECRETARIAT

1. The intern will be employed under SIOFA Staff Regulation 11 for Temporary Personnel under Contract and therefore shall not be classified as staff members as specified in Regulation 4.2.

2. Despite this classification, interns will observe the following Staff Regulations:
 - a) Regulations 2.1 – 2.8 with respect to duties, discretion and confidentiality.
 - b) Regulation 3 with respect to hours of work. Due to the French law, only Paragraph 3.1 will apply to the intern, with a modification as follows: "The normal working day shall be seven hours, Monday through Friday, for a total of thirty-five hours per week. These hours do not include breaks for meals".
 - c) Regulations 7.1, 7.5, 7.6, 7.7, 7.12, 7.16, 7.17 with respect to leaves.

3. Internships must be foreseen in the budget.

4. Internships do not automatically lead to a direct appointment as an employee of the Organization.

5. Each intern will receive a net internship allowance of a maximum of 10.15€ per hour.

6. All internships will be advertised on the SIOFA website for at least 45 days together with the duties and responsibilities of the intern, the conditions applicable to the post, including possible deadlines and other procedural requirements. Internships may be advertised either as general

internships or for specific subject areas (for example, fisheries science/management, legal, data analysis, etc).

7. No more than two internships will be offered per year. In order to facilitate rotation, the maximum duration of the internship will not exceed 6 months. In the case of the early termination of an internship, a replacing intern can be recruited within the same internship period.

8. Only persons enrolled in or having completed a postgraduate or equivalent degree program within 12 months of the end of the internship advertisement period will be eligible for the internship.

9. The Executive Secretary will review the applications received within 15 days of the close of the advertisement period.

10. In considering the applications, the Executive Secretary will bear in mind the skills and experience of each applicant, the operational needs of the Secretariat and the overall benefits to the Meeting of the Parties. The Executive Secretary may decide not to appoint any intern.

11. The Executive Secretary will inform the Meeting of the Parties of the outcome of the application process, including the basis of the decisions.

12. The Executive Secretary will set out the specific details of the internship, including wage, duration, hours of work and duties, in writing to the intern in accordance with this policy and any applicable Staff Regulations. The intern will be asked to record, in writing, their acceptance of these terms and commitment to this policy.

13. Interns will be included in any Public Liability provisions under the SIOFA Secretariat's insurance policy.