



Secretariat

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Administrative Instruction

ISA Internship programme

The Secretary-General, with a view to establishing conditions and procedures for the selection and engagement of interns at the International Seabed Authority (ISA), promulgates the following:

Section 1

Purpose of the internship programme

1.1 The purpose of the ISA internship programme is twofold: (a) to provide a framework through which students and young government officials from diverse academic backgrounds gain exposure to the work and functions of the ISA to enhance their educational experience and/or gain experience in the work of the ISA; and (b) to enable ISA to benefit from the assistance of qualified students and young government officials specialized in various skills within the scope of activities of the ISA.

1.2 Interns are expected to be able to contribute to the work of ISA in fields such as the law of the sea, public international law, international environmental law, mining law, deep sea mining, oceanography, marine science, public information, publications and library science, and translation.

Section 2

Structure of the programme

2.1 ISA accepts interns on a limited basis depending on the specific needs of respective offices and their capacity to effectively support, accommodate and supervise the interns.

2.2 The programme does not consist of clearly defined internship positions; rather, ISA will define the number and nature of internships on a continuous basis, according to the needs of the various offices. The selection and recruitment procedure will, consequently, be on an ongoing basis and each intern will carry out his or her assignments under the supervision of a designated ISA staff member.

Section 3

Eligibility

3.1 The programme is open to students and young government officials specializing in fields relevant to the work of the ISA.



3.2 Student applicants to the ISA internship programme must at the time of application meet one of the following requirements:

- (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
- (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent);
- (c) Have graduated with a university degree (as defined in 3.2 (a) and (b) above) and, if selected, must commence the internship within a one-year period of graduation, as provided for in section 6.7 of the present Instruction.

3.3 Young government officials must have a university degree.

3.4 All applicants to the ISA internship programme should meet the following requirements:

- (a) Normally not be more than 35 years of age;
- (b) Have a good command of one of the working languages of ISA (English and French); and
- (c) Have an interest in law of the sea, international environmental law, deep-sea mining, marine science or international institutions and organizations.

Section 4

Terms of the internship programme

4.1 The minimum duration of an internship is one month. This period can be extended up to a total period of four months.

4.2 Interns are expected to work on a full-time basis in the office assigned, under the supervision of a staff member at an appropriate level.

4.3 Internships may be undertaken on the basis of flexible working arrangements if the intern agrees that he or she is required to work the equivalent of at least one month on a full-time basis in order to receive recognition of service as an intern. An internship under such arrangements must be completed within a four-month period. A record of attendance shall be maintained in order to ensure that the intern meets this requirement.

Section 5

Status

5.1 Interns are considered gratis personnel. They are not staff members and are therefore not entitled to privileges and immunities extended by the host country to ISA staff members.

5.2 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 ISA in any official capacity, do not perform supervisory functions and must not exercise certifying or approving authority.

5.3 Interns may not apply for or be appointed to any position in the Professional or above categories during the period of their internship and for the six months immediately following the expiration date thereof.

Section 6

Application, selection and commencement

6.1 Applicants for the internship must submit to ISA a duly completed application form as set out in Annex I. In the case of applicants nominated by a government, university and other institution, a Nomination Form as set out in Annex II should be filled out by the relevant officials of the nominating body.

6.2 Applications should be submitted at least one month before the intended period of internship.

6.3 Upon receipt, the application should be forwarded to the Internship Coordinator for evaluation and grading of the application. The professional staff member responsible for ISA training programmes should serve as the Internship Coordinator.

6.4 Interns should be selected from as wide a geographical basis as possible and without distinction as to race, sex or religion.

6.5 Selection of interns should be conducted by an ad hoc committee for that purpose, which is composed of three professional staff members of ISA. The Internship Coordinator should serve as secretary to the committee.

6.6 When the selection is made, the Internship Coordinator should notify the successful applicant by the quickest means available of this fact, and also notify unsuccessful applicants as soon as possible. Qualified applicants who are not selected should be placed on a roster and may be notified as and when other internship opportunities in ISA are available.

6.7 Once selected, student interns must commence the internship either prior to graduation or within one year of graduation from an academic programme described in section 3. Applicants who are unable to commence the internship within one year of graduation shall not be accepted.

6.8 Interns can begin their internship only after they have agreed to the terms and conditions governing ISA internships, by signing the acceptance and undertaking letter as set out in Annex III.

Section 7

Responsibilities and obligations of receiving offices and supervisors

7.1 The receiving office should designate a Professional staff member at an appropriate level as supervisor for the intern. The receiving office and supervisor shall seek to create a working environment conducive to interns' substantive learning and professional development, liaising with the relevant offices as required. They should:

- (a) Make all necessary physical support provisions to enable the intern to undertake the designated activities effectively, including office space, office equipment and supplies as well as computer/LAN access to the degree required;
- (b) Seek to ensure that an intern's assignment(s) is at the appropriate level of complexity and variety;
- (c) Prepare terms of reference describing the tasks of interns in the offices;

(d) Provide constructive feedback to an intern regarding his or her performance;

(e) Ensure that an intern does not undertake official travel on behalf of the ISA in the performance of the internship.

7.2 It shall be the responsibility of the supervisor to provide feedback and guidance to the intern as appropriate and to assist the intern in meeting the agreed terms of reference so that the intern benefits from the experience of working at ISA. The head of the receiving office should ensure that the professional supervisor fulfils his or her obligations in this regard.

Section 8

Responsibilities and obligations of Interns

8.1 Interns shall:

(a) Report to the Internship Coordinator upon arrival, where the intern should undergo a briefing and complete arrangements necessary for the issuance of a ground pass, etc. as well as confirmation of the office he/she is to be assigned to.

(b) Observe all applicable rules, regulations, instructions, procedures and directives of ISA notwithstanding their status as described in section 5 of the present Instruction.

(c) Provide the receiving offices with a copy of all materials prepared by them during the internship. ISA shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material that bears a direct relation to, or is made in consequence of, the services provided under the internship. At the request of ISA, the interns shall assist in securing such property rights and transferring them to ISA in compliance with the requirements of the applicable law.

(d) Respect the impartiality and independence required of ISA and of the receiving office and shall not seek or accept instructions regarding the services performed under the internship programme from any Government or from any authority external to ISA.

(e) Not disclose, during and even after the termination of the internship at the ISA, any industrial secret, proprietary data which are transferred to the ISA in accordance with Annex III, Article 14, of the Convention, or any other confidential information coming to his/her knowledge by reason of my internship at the ISA.

(f) Refrain from any conduct that would adversely reflect on the ISA or on the receiving office and will not engage in any activity which is incompatible with the aims and objectives of ISA.

(g) Provide notice to the supervisor and Internship Coordinator in case of absence, due to illness or other unavoidable circumstance that might prevent the intern from fulfilling his or her obligations.

(h) Comply with local laws and customs.

(i) Submit an internship report upon the completion of internship.

(j) Settle all outstanding financial obligations and surrender ground pass to the Internship Coordinator upon expiration or termination of the internship.

8.2 Failure to comply with the requirements in section 8.1, as well as those contained in the acceptance and undertaking letter, may result in the immediate termination of the internship by ISA without any compensation.

Section 9

Conditions of Internship

9.1 Interns are responsible, where appropriate, for obtaining the necessary visas and arranging their travel to and from Kingston as well as accommodation and travel in Kingston.

9.2 Interns are not financially remunerated by ISA. Costs and arrangements for travel, visas, accommodation and living expenses are the responsibility of interns or their sponsoring institutions.

9.3 ISA accepts no responsibility for the medical insurance of the intern or costs arising from injury, illness or death that may occur during an internship. Applicants for internship must show proof of valid medical insurance coverage to cover the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship.

9.4 ISA accepts no responsibility for loss or damage to personal effects that may occur during the internship.

Section 10

Third-party claims

10.1 ISA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omission by the interns during their internship.

Section 11

Certificates

11.1 Upon successful completion of the internship, interns receive a certificate. The certificate will, inter alia, state the period of internship, give examples of the allocated tasks and evaluate the intern's performance.

Section 12

Termination of Internship

12.1 ISA may terminate the internship any time without giving the reason and without any compensation.

Section 13

Partnership Agreement

13.1 ISA may enter into partnership agreements or conclude memorandums of understanding or similar agreements with governments and academic institutions with respect to internships programmes. If there is any discrepancy between the provisions of this Administrative Instruction and the provisions of such partnership agreement, the provisions of the partnership agreement should prevail.

Section 14
Settlement of dispute

14.1 Any dispute arising from the internship should be settled by friendly negotiation between the intern and ISA or through conciliation.

Section 15
Final provisions

15.1 The present Administrative Instruction shall take effect from the date of its issuance and remain effective until further notice.

Nii A. **Odunton**
Secretary-General

Annex I: Application Form
Annex II: Nomination Form
Annex III: Acceptance and Undertakings Letter

Annex I



Application for Internship

INSTRUCTIONS:

Please answer each question clearly. Type or print in ink. If you need more space, attach additional pages.

1. Surname Enter Surname.		First name First Name		Middle Initial(s) Initial		Please affix photo here	
2. Date of Birth Day/Month/Year (Day/Month/Year)		3. Nationality		4. Gender M/F.		5. Email address Click here to enter text.	
6 Emergency Contact: Last Name: Surname First Name: First Name		Tel No. Tel (country code-area code-number)		Cell No. Cell		Email Address Email	
7. Proficiency in English () or French ()		Excellent	Good	Fair	Poor	Remarks	
Listening		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	
Speaking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text.	
Writing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	
Reading		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	
8. Other Languages Click here to enter text.							
9. Education (University or equivalent): Give full details, using the following space insofar as possible							
Year Attended		Name of Institution		Field of Study		Diploma or Degree	
From	To						
Yr	Yr	Click here to enter text.		Click here to enter text.		Dipl./Degree	
Yr	Yr	Click here to enter text.		Click here to enter text.		Dipl./Degree	
Yr	Yr	Click here to enter text.		Click here to enter text.		Dipl./Degree	
Yr.	Yr.	Click here to enter text.		Click here to enter text.		Dipl./Degree	
Yr.	Yr	Click here to enter text.		Click here to enter text.		Dipl./Degree	

Annex I

10. Research undertaken *(if any, highlights no more than 200 words)*

[Click here to enter text.](#)

11. Publication Record, including full publication reference(s) *(do not attach)*

[Click here to enter text.](#)

12. Participation in International Symposia/Workshops and Training/Internship Programmes

[Click here to enter text.](#)

13. Indicate the field of your interest for your research during the internship and how the internship will be beneficial to your career *(no more than 300 words)*

[Click here to enter text.](#)

Annex I

14. Employment Records: Starting with your present post, list in reverse order the most recent three posts (if any).

Years of Service		Name of Employer/Organization	Title of Position	Responsibilities
From	To			
Yr	Yr	Click here to enter text.	Position	Click here to enter text.
Yr	Yr	Click here to enter text.	Position	Click here to enter text.
Yr	Yr	Click here to enter text.	Position	Click here to enter text.

15. By signing the form, I assure that the statements made by me in reply to the foregoing questions are true, complete and correct to the best of my knowledge and belief; and I fully understand the conditions, obligations and responsibilities for the internship as set out in ISA rules and regulations in respect of its internship programmes.

Applicant's Name (*in print*): Click here to enter text.

Signature: _____

Date: Click here to enter text.



Internship Programme

NOMINATION FORM

Instructions:

The Nomination Form is to be completed by a senior official of the nominating Government or institution, and could be forwarded by the candidate, together with his/her completed Application Form, to the International Seabed Authority at training@isa.org.jm or faxed to: +1-876-967 7487.

I _____, nominate _____
(Print name of responsible official) (Candidate's surname, given name, middle name)

as a candidate for the International Seabed Authority Internship Programme.

(Recommendations)

Name of Nominating Government Authority or Institution

Signature of Nominating Official:

Position/Title of Nominating Official:

(AFFIX OFFICIAL SEAL OR STAMP)

Date: _____

Email: _____

Annex III



Internship Programme

Acceptance and Undertaking Letter

I. General acceptance and undertaking

1. I accept the internship, which has been awarded to me by the International Seabed Authority, and understand the status of the interns and conditions of internship as set out respectively in Section 5 and Section 9 of ISA Administrative Instruction on internship programme.
2. I undertake to comply with the responsibilities and obligations of interns as set out in Section 8 of ISA Administrative Instruction on internship programme.
3. I understand that ISA is not responsible for any claims by any parties where the loss of or damage to their property, death or personal injury was caused by the actions or omissions of the intern during the internship.
4. I also understand that ISA may terminate the internship at any time without giving the reason and without any compensation.
5. I further understand that any dispute arising from the internship should be settled by friendly negotiation between the intern and ISA or through conciliation.

II. Declaration of Confidentiality

1. I understand that during the discharge of my duties at the Authority, I will handle and have access to confidential data and information including in the form of contracts, maps, reports, diagrams, correspondence, faxes, e-mail, data and computer programmes which are submitted or transferred to the Authority pursuant to the rules, regulations and procedures of the Authority or to a contract issued under the Authority's Regulations on Prospecting and Exploration.
2. I acknowledge that I have a legal obligation not to disclose any such information or data to any State, or natural or juridical person.
3. I agree to comply with the Authority's applicable rules, regulations and procedures established to ensure the confidentiality of such data and information.
4. In the discharge of my duties, I commit not to seeking or receiving instructions from any government or from other sources external to the Authority. I shall be responsible only to the Authority. I understand that any violation of responsibilities will be submitted to the appropriate tribunal as provided in the rules, regulations and procedures of the Authority and that all parties affected by violations of my obligations, including States Parties or a natural or juridical person, sponsored by a State Party as provided in article 153, paragraph 2(b) of the United Nations Convention on the Law of the Sea of 10 December 1982 ('the Convention') shall have the right to take part in the proceedings.
5. I solemnly declare that I have no financial interest in any activity relating to exploration and exploitation in the Area.

6. I agree not to disclose, even after the termination of my work with the Authority, any industrial secret, proprietary data which are transferred to the Authority in accordance with Annex III, article 14, of the Convention or any other confidential information coming to my knowledge by reason of my work with the Authority.

III. By signing this letter, I commit to abiding by the requirements relating to general obligations and responsibilities of the intern and those relating to confidentiality of the data and information.

Printed name of intern

Signature of intern

Date