



20 February, 2014

## **INTERNSHIPS AND ATTACHMENTS TO THE SECRETARIAT**

On several occasions the Secretariat has been approached to accept short term attachments or interns as a means to build capacity in understanding the operations and functions of the Commission and the role of the Secretariat. The Secretariat is willing to consider such attachments subject to the following understandings:

### Availability

- An intern or attachment at the Secretariat will be dependent on Secretariat staff commitments and the availability of staff to support the beneficiary's term at the Secretariat;
- The stay in Pohnpei be a minimum of 4 weeks;

### Application

- Prior to approval to take up an attachment or internship an applicant submits a written proposal, endorsed by their national CCM Commissioner or official contact, which describes a short project relevant to the work of the Commission that would be undertaken during their term in Pohnpei. A report on the project would be submitted to the Secretariat prior to the completion of the assignment in Pohnpei;
- The beneficiary would be required to sign a waiver that releases the Commission and the Secretariat from any claims regarding expenses or other obligations incurred in advance of, during, or after, the attachment or internship;
- The Secretariat will provide limited advice and assistance in relation to visa requirements for FSM;
- All application should be submitted to the Secretariat 90 days in advance of the proposed internship or attachment.

### Funding and insurance

- The Secretariat has no funding to support an attachment or intern. Any beneficiary would be required to provide an assurance that they have the necessary financial resources to support their travel and stay in Pohnpei;
- The Secretariat would assist in researching accommodation options in Pohnpei but the beneficiary would be responsible for all accommodation costs;
- The beneficiary would have to produce evidence that they have adequate personal health, medical and accident insurance cover in place for the term of their attachment;

### Provision of facilities

- The Secretariat may be able to occasionally assist with transportation within Kolonia town depending on the availability of vehicles and Secretariat staff to drive them;
- The intern or attachment will not have access to international telephone facilities at the Secretariat but calling cards are available for purchase from the local telecommunications provider;
- The intern or attachment would be provided with limited internet access during their term with the Secretariat. Access to the internet and Secretariat computing resources

will be regulated under the Commission's Information Security Policy. All interns and attachments will be required to sign the Commission's Confidentiality Agreement.

- The intern or attachment will be provided a working space with furniture, desktop computer, telephone, and stationeries, as necessary.