

EUAM UKRAINE Internship Programme

The below articles outline the rules and procedures for the EUAM UKRAINE Internship Programme.

The internship period is 01 April – 30 September 2018

1 - Purpose

The purpose of the internship with EUAM UKRAINE shall be:

1. To provide interns a specific understanding of the objectives and challenges the implementation of the Common Security and Defence Policy (CSDP) and its newest CSDP Civilian Mission – EUAM UKRAINE;
2. To provide interns with specific knowledge of the working of the EUAM UKRAINE;
3. To develop the interns personal and professional competencies;
4. To develop the interns knowledge and how to apply this knowledge into a practical political context. To provide EUAM UKRAINE with contributions and productive (value-added) outcomes that exceeds the endeavour and costs of the programme itself;
5. To potentially create a pool of young and mission-experienced candidates for possible future engagement in CSDP and other crisis-management Missions;
6. To benefit from the inputs and perspectives of young enthusiastic students with an up-to-date academic knowledge, thus enriching the everyday work of the Mission;
7. To further develop EUAM UKRAINE cooperation with the academic community and researchers;
8. To generally widen the interest for and raise awareness of, engagement in CSDP missions.

The Internship Program will NOT be an instrument to fill gaps or substitute the personnel resources needed in Force Generation.

2 - Participants

The programme is aimed at academics and young professionals **from EU Member States and EUAM UKRAINE third contributing States** only.

The minimum eligibility **requirement is completed university studies** in duration of a minimum of three years as attested by a relevant university degree to be obtained by the set deadline for submission of application. Enrolment in further studies leading to a Masters or PhD, or the equivalent in the area of studies, could be considered desirable, if deemed appropriate by the respective unit.

General requirements for the participants are the following:

- very good command of spoken and written English;
- be able to work in a sometimes stressful and demanding environment;
- highly motivated;
- e-HEST certificate.

Admission to an internship shall not entitle interns to future employment or give them priority to be recruited for any of the positions in EUAM UKRAINE. Application as contracted staff will not be accepted during the internship and within 6 months of its termination.

Family members of EUAM UKRAINE Mission Members will be eligible to apply under **same conditions and restrictions as regular staff members**. This means that, while it is not restricted for family members of existing EUAM UKRAINE Mission Member to apply, interns should not be working in positions that would be under the supervision of their family member.

3 - Application procedure

The Internship positions will be launched through CPCC and communicated to EU Member States and third contributing States to EUAM Ukraine and in addition published on the EEAS website. Interns can apply as nominated by a national authority or as individual applicants, which must be indicated on the application form.

The application must consist of a duly completed Internship Application form (Annex 2). References can be sought by the panel if needed.

Prior to arrival, the interns have to present:

- a legible copy of a passport;
- a copy of the University degree or equivalent held;
- proof of enrolment in a Master/PhD programme, if applicable.

Upon arrival, the interns have to present a medical certificate.

4 - Selection

Candidates should apply either directly or through their national authorities. The applications from the national authorities as well as of individual applicants shall be sent to the following e-mail only:

CPCC-UKRAINE@eeas.europa.eu

Candidates considered assessed being the most suitable will be short-listed and interviewed by phone, before the final selection is made.

5 - Administrative arrangements

Check in

On entry to the mission the Interns shall “check-in”, including:

- Register in the Personnel Database;
- Sign a Confidentiality Acknowledgement form;
- Obtain Intern’s ID;
- Participate in the Induction Training.
- An EUAM UKRAINE email account will be created for them.

Interns shall have the same office working hours as EUAM Ukraine staff, Monday to Friday. Interns will not be entitled to annual leave/compensatory time off, but will be eligible for official EUAM Ukraine holidays, compassionate and sick leave as per the Mission SOPs. Interns will be issued an accreditation card for the period of internship.

6 - Access to working premises and assets

It is the receiving office's/supervisor's responsibility to ensure that the intern has an appropriate working place, desk, chair, lamp, computer, radio and phone.

The interns will go through the regular check-in procedure.

Interns will be provided a mobile phone to make calls within Ukraine.

Interns will not be allowed to drive EUAM Ukraine vehicles.

Upon completion of the Internship, the intern shall receive an EUAM Ukraine Internship Certificate stating the unit and duration of service of the Internship.

7 – Administrative status

The Intern shall be subject to the authority of the Head of Mission and the authority delegated by him to the Heads of Departments, Components and Units – as stated in the JDs.

An Internship Agreement covering the legal obligations of EUAM Ukraine will be signed with the selected interns upon their check in to the Mission.

Interns are in particular, exempt from:

- VAT free import of private vehicle,
- privilege to drive mission vehicles,
- travel and other allowances,
- leave days.

8 - Security

Interns will only be deployed to Kyiv region.

All security arrangements for EUAM UKRAINE international staff will be applicable for EUAM UKRAINE interns. The interns will be included in the warden system.

The security kit, where appropriate, will also be issued to the interns under the same conditions applicable to the regular EUAM UKRAINE staff members.

The supervisor/ mentor has to ensure that the intern will not have access to EU Classified Information, as well as personal and financial data.

9 - Financial arrangements

Interns that are citizens of one of the EU Member States shall receive a basic allowance of € 750 per month, payable at the end of each month. They will also benefit from the Mission's insurance (173.53 € per person/month) during their stay (seechapter 10).

Interns from 3rd contributing states are not entitled to receive the monthly allowance from the Mission.

It is the intern's own responsibility to ensure whether an allowance paid by the Mission is taxable

in his/her home country.

It is the intern's own responsibility to cover all costs related to travel to and from the Mission, housing costs, local transport, food and other costs associated with fulfilling the internship.

10 – Insurances, Medical, etc

EUAM UKRAINE will arrange for and pay a High Risk Insurance for interns that are citizens of one of the EU Member States covering accidents when in the service of EUAM UKRAINE, if duly authorized as eligible cost. The insurance will only cover the duration of the internship.

The insurance of interns from 3rd contributing states will be paid by their authorities for seconded staff, and for contracted staff by the Mission. In the latter case, the insurance amount will be deducted from their monthly allowance.