

Internships Program Regulations

I. Application Procedure

1. Eligibility requirements

The Global Alliance for a Sustainable Planet (GASP) is an innovative partnership that helps promote equitable economic growth by catalyzing transformative ideas with system-scale impact across the planet.

It may accept interns provided the following conditions are met:

- Applicants are enrolled in a degree program in a graduate school (second university degree or higher) at the time of application and during the internship; or
- Are pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages and have completed one or more year of full-time studies towards the completion of a degree at a university or equivalent institution; or
- Have just completed an under-graduate or graduate Academic program and are interested in acquiring some research and development experience in a development context.

2. Internships periods

Interns are accepted throughout the year and the duration of each internship is minimum 6 months.

3. Required documents

Students who meet the eligibility requirements for an internship with the GASP and who wish to be considered must submit the official internships application form, which is annexed to this circular. Applicants must also submit a copy of their most recent résumé or curriculum vitae and a short essay (150-250 words) setting out the reasons for which they are seeking an internship with the GASP.

4. Submission of applications

Applications are to be submitted no later than 6 weeks prior to the desired internships period.

5. Selected applications

Applicants who are selected will be requested to sign the “Internships Agreement”, and to provide a medical certificate stating that they are in good health.

II. Working Conditions

6. The internships program is normally on a full-time basis. Interns are expected to work five days a week in the department/office that has selected them, under the supervision and mentorship of a staff member. During the internship session, interns will be provided with a desk, phone, and internet access at the GASP premises. During the pandemic, interns will be expected to work from home, until it has been ruled safe to return to the office, as communicated in writing by the appropriate official in GASP. Interns do not receive a salary or emoluments from GASP.

7. Supervisors are responsible for the content of the assignment of the intern, which should, where feasible, be

explained fully to the intern prior to the commencement of the internship. Terms of reference describing the tasks and responsibilities of the internship assignment will be provided.

8. An orientation program for all new interns will be offered by GASP at the beginning of each internships period. The Internships Coordinator will be available to assist supervisors and interns throughout the period, as needed.
9. Interns shall:
 - a) Observe all applicable rules, regulations, instructions, procedures and directives of the Organization notwithstanding their status as gratis personnel and that they are not staff members of GASP;
 - b) Provide the GASP with a copy of all materials prepared by them during the internships. GASP shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided under the internships. At the request of the GASP, interns shall assist in securing such property rights and transferring them in compliance with the requirements of the applicable law;
 - c) Respect the impartiality and independence required of GASP and shall not seek or accept instructions regarding the services performed under the internships agreement from any authority external to GASP;
 - d) Unless otherwise authorized by the appropriate official in GASP, they may not communicate at any time to the media or to any institution, person, Government or any other external source any information which has become known to them by reason of their association with GASP that they know or ought to have known has not been made public. They may not use any such information without the written authorization of the appropriate official, and such information may never be used for personal gain. These obligations also apply after the end of the internships with GASP;
 - e) Refrain from any conduct that would adversely reflect on GASP and will not engage in any activity which is incompatible with the aims and objectives of GASP.
10. Interns are not financially remunerated by GASP. Costs and arrangements for travel, visas, accommodation and living expenses, where relevant, are the responsibilities of interns or their sponsoring institutions.
11. GASP accepts no responsibility for the medical insurance of the intern or costs arising from accidents and illness incurred during an internship. Applicants for internships must show proof of valid medical insurance coverage and provide a medical certificate of good health.
12. GASP 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 of action by the interns during their internship.

III. Evaluation

13. At the end of the internship, the supervisor will prepare a written evaluation of the intern's performance and organize a meeting with him/her to provide constructive feedback.