



## *NASCO Internship Programme*

### **Section 1. General Provision**

- 1.1 The NASCO Internship Programme establishes the conditions and procedures for the selection and engagement of interns at NASCO.

#### **DEFINITIONS**

For the purposes of the present instruction:

‘**NASCO**’ and ‘**Organization**’ mean the North Atlantic Salmon Conservation Organization;

‘**Secretary**’ means the Secretary of NASCO;

‘**Staff members**’ means employees of the NASCO Secretariat with the exception of the Secretary;

‘**Secretariat member**’ means the Secretary and Staff members;

‘**NIP**’ means the NASCO Internship Programme, meaning this document.

### **Section 2. Purpose**

- 2.1 The NASCO Internship Programme, pursuant to Rules 4.6 – 4.7 of the NASCO ‘Staff Handbook & Staff Rules’, [CNL\(25\)45](#), allows students / recent graduates an opportunity to improve their skills, develop their experience of International Organizations and learn about the North Atlantic Salmon Conservation Organization (hereinafter referred to as ‘NASCO’) and its activities.
- 2.2 The purpose of the NASCO Internship Programme is to:
- a) provide a framework by which students / recent graduates gain exposure to NASCO through assignment to the Secretariat office to enhance their educational experience and gain experience in the work of International Organizations; and
  - b) provide NASCO with the assistance of students / recent graduates specialised in a variety of disciplines relevant to the business of NASCO.

### **Section 3. Scope**

- 3.1 The NASCO Internship Programme is managed by the Secretary.

### **Section 4. Eligibility**

- 4.1 Students in higher education or recent graduates are eligible to apply to the NASCO Internship Programme, in order to enhance their educational experience and to help them gain experience in the work of NASCO as an International Organization.
- 4.2 Applicants must be a citizen of a NASCO member country.
- 4.3 Applicants who are directly related to a Secretariat member shall not be eligible to apply for an internship at NASCO. Relatives include relations by marriage, including stepchildren and any sons-or daughters-in-law of a Secretariat member.

## **Section 5. Terms**

- 5.1 The Internship may be for a period up to a maximum of three months. This period can be extended up to a total period of six months at the discretion of the Secretary.
- 5.2 Interns are expected to work on a full-time basis at the NASCO Secretariat in Edinburgh, United Kingdom, under the supervision of a designated Secretariat member.

## **Section 6. Status**

- 6.1 Interns are not Secretariat members. They are subject to the NIP which is deemed to incorporate Rules 4, 10, 15 and 16 in the NASCO 'Staff Handbook and Staff Rules', [CNL\(25\)45](#), and its Annexes 1 (paragraph 8), 2, 3, 4, 5 and 6.
- 6.2 Interns shall not be sought or accepted as substitutes for staff to be recruited against posts authorised for the implementation of mandated programmes and activities. Interns shall not represent NASCO in any official capacity, shall not perform supervisory functions, shall not exercise certifying or approving authority, and shall not be involved in selection processes for candidates for staff or non-staff positions at NASCO.

## **Section 7. Responsibilities**

- 7.1 Interns shall observe all applicable rules, regulations, instructions, procedures, and directives of the Organization, notwithstanding that they are not Secretariat members.
- 7.2 Interns shall provide NASCO with a copy of all materials prepared by them during the internship. NASCO shall be entitled to all property rights with regard to material that bears a direct relation to, or is made as a consequence of, the services provided under the internship and in this regard in consideration for being engaged as an Intern, hereby assign to NASCO all copyright in such work for the full copyright period throughout the world and waive all moral rights in respect of such work.
- 7.3 The impartiality and independence required of the Organization shall be respected by Interns. They shall not seek or accept instructions regarding the services performed under the Internship Programme from any Government or from any authority external to the Organization.
- 7.4 Unless otherwise approved by the Secretary, Interns shall not communicate at any time during or after the internship, to any third party including the media or to any institution, person, government or external party, any information that has become known to them by reason of their association with NASCO, that is confidential. This includes communication by social media.
- 7.5 Interns shall refrain from any conduct that could adversely reflect on NASCO or that is incompatible with the aims and objectives of the Organization.
- 7.6 Failure to comply with any obligation set out in the NIP, may, at the sole discretion of the Secretary, result in immediate termination of the internship by the Secretary, without any compensation.

## **Section 8. Remuneration**

- 8.1 NASCO's only financial obligation to any intern is to pay remuneration in line with the Edinburgh living wage.
- 8.2 NASCO will not be responsible for the cost of medical insurance or to the extent the law allows, any costs arising from injury, illness, or death that may occur during an

internship. Applicants for internship must show proof of valid medical insurance coverage for the entire period of the internship in Edinburgh.

## **Section 9. Guidelines for Application and Selection**

- 9.1 The Secretary will advertise internship positions, as appropriate.
- 9.2 Applicants must complete the application procedure in accordance with the instructions set out in the vacancy description, providing all required information and evidence. Acceptance implies that an applicant has accepted the terms of the NIP.
- 9.3 The Secretary will review the applications and select the successful intern(s).
- 9.4 Acceptances will be communicated in writing to successful interns who must commence their internship on the date indicated in NASCO's acceptance letter.