



## **“LETTER OF AGREEMENT” COVERING ELC INTERNSHIPS**

### **Background**

IUCN ELC provides internships to highly-motivated advanced law students and postgraduates from around the world who have a background in environmental law. With a view to contributing to their vocational training, IUCN ELC places great importance on internships as a significant tool in supplementing the knowledge acquired during students' studies, enabling them to understand the way in which an international organization functions, the role of establishing and maintaining networks and to broaden their knowledge and awareness in the field of environmental law. Most important, internships at the ELC offer students and young professionals an opportunity to contribute to the work of IUCN – International Union for Conservation of Nature.

### **Duration**

The duration of the internship shall be ..... months, from ..... to ..... Upon approval of the Director of the ELC, an internship may be extended.

### **Interruption or end of internship**

In response to a reasoned request from the intern or by the Director of the ELC, an internship shall be interrupted or ended before the approved expiry date.

### **Leave**

Interns may take two days leave per internship month, which are not cumulative.

### **Attestation**

At the end of the internship, the intern may request certificate of completion signed by the Director of the ELC.

### **Remuneration**

The ELC is not in a position to provide remuneration to interns nor to assist with accommodation, travel expenses or other arrangements. Thus the costs of this internship will be borne by the intern.

### **Sickness & accident insurance**

Interns must provide evidence of insurance against the risks of sickness and accidents for the full period of their internship, as well as of a third party liability insurance, valid in Germany for the duration of the internship. IUCN ELC cannot assume this responsibility.

**Working Hours**

Interns shall carry out their assignments according to the schedule of working hours agreed with the Director of the ELC, not to exceed normal working hours except by mutual agreement.

**Conduct & Confidentiality**

Interns are required to keep confidential any and all unpublished information acquired during the course of their internships and may not publish any reports or papers on the basis of information obtained, unless authorized to do so by IUCN ELC.

**Intellectual Property**

Unless otherwise negotiated, IUCN ELC is the inherent copyright owner of the data and documentation that any intern may have gathered, reviewed and/or analyzed on behalf of IUCN ELC and in IUCN ELC contracted time, whether or not such data and documentation have been published by IUCN ELC.

**Commitment**

Interns shall work in accord with the objectives of IUCN, as contained in IUCN Statutes. By agreeing to work for IUCN ELC, interns shall undertake to uphold the highest standards of professional behavior and to ensure that IUCN ELC's integrity and reputation shall not be damaged by their actions. Throughout the duration of the internship, the interns shall be at the disposal of IUCN ELC Secretariat.

**Conflicts of interest**

Interns shall refrain from activities which would be incompatible with or undermine IUCN ELC's status as an international organization, or which would put them in a position where there could be a conflict between their own interests and those of IUCN ELC.

**Other information**

For information on accommodation and for any technical help or questions you may have, visit the IUCN ELC interns' blog: [www.iucnelc.wordpress.com](http://www.iucnelc.wordpress.com)

\_\_\_\_\_  
(Signature of Intern)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Director, IUCN ELC)

Dr. Alejandro O. Iza