Organization for Security and Co-operation in Europe

Director for Human Resources
Vienna, 28 October 2013

Staff Instruction No. 25/Rev. 1

Subject: Internship Programme at the OSCE

1. Reference

MC.DEC/14/04 OSCE Gender Action Plan for the Promotion of Gender Equality of 2004
Staff Regulations and Staff Rules, Appendix 1: OSCE Code of Conduct
Staff Rule 3.01.3 Family Relationship
Staff Instruction No. 17 Standard Recruitment Procedures
Staff Instruction No. 19 The General Orientation Programme
Staff Instruction No. 23 Special Service Agreements (SSA)
Staff Instruction No. 26 Short-Term Appointments/Assignments (STA)

2. Purpose

2.1 The purpose of this Staff Instruction is to establish the terms, conditions and procedures for the implementation of the Internship Programme within the OSCE. The aim of the Internship Programme is to:

(a) provide OSCE departments with the assistance of qualified interns in various professional fields;

(b) provide interns with the opportunity to learn about the day-to-day working environment of the OSCE so they can increase their knowledge and understanding of the Organization's mandate; and

(c) provide a framework for graduate and post graduate students or recent graduates or postgraduates to develop their professional skills and gain practical work experience in a multi-national environment.

3. Applicability

3.1 This Staff Instruction shall apply to the OSCE Secretariat, Institutions and field operations and shall cover both international and local interns. International interns are nationals of countries other than the country of placement. Local interns are nationals of the country of placement.

3.2 Hiring managers are responsible for deciding whether interns should be accepted in the respective Executive Structure.

3.3 Any interns accepted by a field operation interns shall receive a security briefing upon arrival at the duty station and shall be supervised closely while undertaking their tasks, especially if this involves travel within the field operation's area of responsibility. However, in cases where the security situation in an OSCE field operation may not be conducive to the deployment of an intern, the advice of the Director for Human Resources and the Head, Security Management at the Secretariat shall be sought prior tom issuance of a vacancy notice.

3.4 Any internship to be performed in an OSCE field operation by nationals of the host country shall be authorized in advance by the Head of Mission or his/her authorized representative.

4. Effective Date

This Staff Instruction shall take effect on 1 January 2014 and cancels and supersedes Staff Instruction No. 25/2008 promulgated on 16 January 2008. Administrative guidelines issued by the Institutions and field operations on the same subject shall be adjusted in accordance with this revised Staff Instruction. In cases where inconsistencies arise between this revised Staff Instruction and other administrative guidance in the Institutions or field operations, this Staff Instruction shall prevail.

5. Principles

5.1 Open competition and non-discrimination

In line with the recruitment principles defined in Staff Regulation 3.01, the recruitment of interns shall be based on a transparent process, subject to open competition without regard to gender, race, colour, religion or beliefs, sexual orientation nor to ethnic or social origin or to nationality.

5.2 Geographical distribution

The OSCE shall endeavour to receive interns from as wide a distribution of the participating States as possible. OSCE internships will only be offered to nationals of OSCE participating States. Applicants holding dual or multiple nationalities must be nationals of at least one OSCE participating State. This nationality will be used for administrative and reporting purposes. In case an applicant is a national of more than one OSCE participating State, the first nationality listed on the application form (i.e. shown as "present nationality") will be used for administration and reporting purposes.

5.3 Gender balance

The OSCE is committed to the principle of gender equality and an improved ratio of men and women at all levels of the Organization on a continuous basis as re-emphasized in MC.DEC/14/04 on the OSCE Gender Action Plan for the Promotion of Gender Equality of 2004. To illustrate this commitment all vacancy notices for internships shall include the

following sentence: *"The OSCE is committed to achieving a better balance of women and men within the Organization."*

6. Candidates Eligible for an Internship with the OSCE

To be eligible for an internship with the OSCE, candidates shall meet the following conditions:

(a) Be nationals of OSCE participating States; applicants who are nationals of OSCE Partner for Co-operation countries may be considered;

(b) Be not older than 30 years on the date of the deadline of the vacancy notice and have completed two years of full-time post-secondary education in an accredited institution or have completed a first or advanced degree in a field relevant to the OSCE's mandate no longer than two years before the date of the deadline of the vacancy notice;

(c) Be professionally fluent in English and in addition have any other language requirements listed in the vacancy notice for the internship;

(d) Have health insurance coverage that is valid for both the duty station of their internship and any eventual duty trip destinations; alternatively, commit to joining the OSCE group health insurance scheme for the period of their internship, and pay the corresponding premiums;

(e) In line with Staff Rule 3.01.3 (a) on family relationship, candidates who are close relatives of an OSCE official can only apply for internship assignments at an Institution or field operation different to that of the OSCE official.

7. Recruitment Procedures

The principle of confidentiality and integrity of the process shall be adhered to throughout the entire selection procedure and is applicable to all OSCE officials involved in the process. Reference is made to the principles and procedures applicable to recruitment as described in Staff Instruction 17.

7.1 Terms of reference and vacancy notice

7.1.1 The placement of interns shall be planned in advance. When requesting the services of an intern, the receiving office shall submit to the DHR/Recruitment Section or the respective Personnel/Administration Office terms of reference detailing the nature of the tasks or project for which the intern is required.

7.1.2 Internship openings shall generally be announced on the OSCE website in the form of a vacancy notice detailing the nature of the tasks or project for which the intern is required and requirements *(Annex I).* These vacancy notices may be issued for the specific needs of a programme or for regular intake periods, for example, twice a year. All interested candidates should complete and submit the online application form within the given deadline for

application. Offline application forms submitted by email shall only be accepted in cases of online malfunction.

7.1.3 Alternatively applicants who submit applications or expressions of interest for an internship vacancy published on the OSCE website by email or offline, shall be notified that they should apply online.

7.1.4 OSCE Executive Structures may also enter into partnerships with local or national universities wishing to place students as interns with them where this is required as part of an academic degree. Such internship placements are also subject to competitive recruitment, and students who should have completed at least two years of study (as per the eligibility requirements listed under para. 6 above). The respective OSCE office shall issue a vacancy notice and conduct the selection process. Such arrangements shall not preclude the issuance of other internship vacancy notices for students outside the country of the respective OSCE office in order to respect the principle of geographical distribution.

7.2 Long-listing and short-listing

7.2.1 Upon closure of the vacancy notice, the DHR/Recruitment Section or the respective Personnel/Administration Office shall pre-screen all valid applications and draw up a long-list based on the criteria of the vacancy notice to be sent to the receiving office within 10 working days. The receiving office shall prepare a short list of candidates that best meet the requirements to be invited for either an online written test, which may be used as a pre-screening tool for further short listing, or directly for interview. Candidates invited directly for interview may be required to participate in an online written test to evaluate their language, drafting, analytical thinking and other skills as well as substantial knowledge relevant to the internship in question.

7.2.2 In cases where an urgent need for internship services arise, candidates who have been previously interviewed within the last six months, found suitable but were not selected for the initial internship and who are still eligible and have re-confirmed their availability, may be offered the same internship at a later date or an alternative internship with similar terms of reference in another programme at the same duty station.

7.3 Interview and test

7.3.1 Interviews should be scheduled with a reasonable notice period to short-listed candidates and should include competency-based questions. They may be held in-person or by telephone or be video-based (for example, Skype) but should not entail costs to the OSCE with regard to travel or video-conferencing arrangements. In the interest of consistency and to ensure equal treatment of all candidates, the interview format should be the same for all short-listed candidates.

7.3.2 The interview panel should consist of at least one staff/mission member from the receiving office and one staff/mission member from the DHR/Recruitment Section or the respective Personnel/Administration Office in the Institutions or field operations. A brief *Selection Report (Annex II)* shall be drawn up to document the findings and recommendations of the panel. If a written test has been set, the test results shall also be included in the selection report.

7.4 Selection

7.4.1 The final selection shall be made jointly by the office requesting the services of an intern and the Recruitment Section or the respective Personnel/Administration Office based on the conclusions of the interview proceedings.

7.4.2 An official offer of internship shall be sent to the selected intern by the DHR/Recruitment Section or the respective Personnel/Administration Office in the Institutions or field operations *(Annex III).* The intern is required to confirm his/her acceptance of the offer by signing and returning an advanced scanned copy of the "Undertaking" document *(Annex IV).* The original of the "Undertaking" document should be presented on the first day of internship.

7.4.3 Should the selected candidate require a visa, the DHR/Recruitment Section or the respective Personnel/Administration Office shall provide a Note Verbale to assist with the process.

8. Responsibilities

The receiving office shall seek to create a working environment conducive to the learning and professional development of the intern.

8.1 The Receiving Office shall:

(a) Seek to ensure that the tasks assigned are mutually beneficial for the office and the intern, and at the appropriate level of complexity and variety.

(b) Ensure that interns are guided and supervised by a staff/mission member as designated by the Head of the respective office. It is the responsibility of the supervisor to provide a clear workplan or terms of reference and regular feedback and guidance.

(c) At the end of the internship period, an evaluation meeting shall take place between the supervisor and the intern, followed by a written evaluation of the intern's performance for internal purposes *(Annex V).* If requested, the OSCE may also provide the performance evaluation to the academic institution to which the intern is affiliated.

(d) After successful completion of the internship and submission of a final internship summary report, the intern shall receive a "Certificate of Service" (*Annex VI)* issued by the DHR/Personnel Section or the respective Personnel/Administration Office and may be given a letter of recommendation by the receiving office.

8.2 The Intern shall:

(a) Upon receipt of the offer of internship, sign an "Undertaking" that he/she undertakes to abide by the OSCE Code of Conduct *(Annex VII)* and the OSCE regulatory management framework. The DHR/Personnel Section or the respective Personnel/ Administration Office shall brief the intern in this respect upon arrival.

(b) Respect the impartiality and independence required by the OSCE and of the receiving office and shall neither seek nor accept instructions from any government or from any authority external to the Organization.

(c) At no time, communicate without prior authorization, to the media or to any institution, person, government or any external source, any information which has become known to him/her by reason of his/her association with the OSCE or the receiving office, which he/she knows has not been made public. Such information may never be used for personal gain. These obligations continue to apply after the end of the internship with the OSCE.

(d) Provide the receiving office with a copy of all materials prepared by him/her during the internship, in accordance with the OSCE intellectual property rights[1].

(e) Complete an internship summary report and submit it to the DHR/Personnel Section or the respective Personnel/Administration Office by the end of the internship period.

9. Status of Interns

9.1 The Internship Programme shall not be regarded as a solution to staffing problems. Interns shall be assigned specific tasks/or a project of limited duration and not be expected to assume the same responsibilities/tasks as a staff/mission member; nor shall the services of interns be used for purely clerical tasks/assistance. The learning objective of the Internship Programme should be taken into account throughout the duration of the internship. Interns shall not exercise a supervisory role nor have approving or certifying responsibilities.

9.2 An intern shall not be considered as an OSCE official and consequently shall not be entitled to the privileges and immunities accorded to staff/mission members of the OSCE, nor to rights and benefits provided in the OSCE Staff Regulations and Staff Rules.

9.3 Under no circumstances shall an intern be entitled to represent the OSCE. Interns are therefore not entitled to official business cards. Should the duty station at which the intern is serving so require for security reasons, a mobile phone may be provided to the intern at the discretion of the Chief of Fund Administration, but this shall not be considered an entitlement.

9.4 An internship shall not, in any way, be interpreted as a commitment to future employment with the OSCE. However, former interns who wish to be considered for temporary assistance openings and who remain resident in/around the duty station may ask to be placed on the temporary assistance roster for such purposes, subject to their satisfactory performance as an intern. Recruitment for such temporary assistance opportunities shall follow the procedure established in Staff Instruction No. 26. Former interns are also welcome to apply for contracted or seconded posts or consultancy assignments in accordance with the standard recruitment process (Staff Instructions No. 17 and No. 23 refer).

[1] The OSCE 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 internship.

10. Terms of the Internship Programme

10.1 Duration

Internships shall be for a minimum period of two months and a maximum period of six months. The cumulative duration of internship at the OSCE is limited to six months for any individual. Once this duration of internship has been served, regardless of the OSCE duty station, further applications for internships from the same person shall not be considered. An internship may be carried out in three OSCE duty stations or in different offices of the same duty station provided that the intern spends a minimum of two months in each duty station or office, as the case may be. If an intern is interested in serving his/her internship partly in a field operation and partly in a different Executive Structure, this should be approved prior to the commencement of the internship period between the respective receiving offices and the DHR/Recruitment Section or the respective Personnel/Administration Office in the Institutions or field operations.

10.2 Working hours

Internships are normally offered on a full-time basis, with interns expected to work a 40-hour/five-day week in the office for which they have been selected. In special cases, internships may be offered on a part-time, 50% or commuting basis in accordance with the needs of the receiving office, however, in such cases, the maximum length of duration will remain six months.

10.3 Leave

10.3.1 Interns shall be entitled to 2.5 days of leave per month. Any unused leave days can be carried forward from one month to the next during the internship. In cases where an intern transfers between offices in the same duty station unused leave accrued at that duty station may be carried over. In cases where an intern transfers between different duty stations, any leave accrued at the first duty station should be taken, whenever possible, before the starting date of the next duty station. If this is not possible, the transfer of unused leave shall be subject to the agreement of the next receiving office and proportionate to the time period left of the maximum six-month internship period.

10.3.2 Interns shall notify their respective supervisor if they cannot come to the office because they are sick and provide a medical certificate if their absence for medical reasons lasts three or more consecutive days.

10.3.3 If the consecutive number of days of absence for whatever reason during the internship exceeds 20, the respective supervisor in consultation with the DHR/Personnel Section or respective Personnel/Administration Office in the Executive Structure and with the agreement of the intern, may consider the suspension of the internship and a possible resumption of the tasks after such an absence for administrative purposes, provided that the total duration of participation in the internship programme does not span more than six months.

10.4 Termination/Resignation

The OSCE may, at any time, notify the intern that his/her services shall be terminated by giving a notice period of one week. The intern may also decide to terminate the internship with a notice period of one week. In both events, this notice is required to be given in writing.

11. Insurance and Benefits

11.1 Liabilities

11.1.1 The OSCE shall not be liable for any injury, disability or death suffered by an intern, nor for any medical or hospital expenses, which may be incurred, during the course of the internship.

11.1.2 The OSCE shall not be liable for any material or physical damage that the intern may cause to third parties, except in such cases where such damage was a direct result of the performance of duties as instructed by OSCE officials.

11.2 Insurance coverage

11.2.1 Life and accident/disability insurance

Interns shall participate in the OSCE group life and accident/disability insurance that covers permanent disability cases resulting from service-incurred accidents. In cases of internship in a field operation or on duty travel, interns, except if nationals of the host country, shall also be covered with the appropriate medical evacuation insurance. The OSCE shall bear the premium costs of this insurance coverage. For this purpose, interns shall be requested to complete the "Designation of Beneficiaries Form" *(Annex VIII).*

11.2.2 Health insurance

As a prerequisite of their internship with the OSCE and in accordance with paragraph 6 (d) of this Staff Instruction, interns shall provide the OSCE with evidence that they have health insurance coverage which is valid for the duty station(s) of their internship, and any duty trip destinations foreseen, otherwise they shall be obliged to join the OSCE group health insurance scheme for the period of their internship, in which case they shall pay the corresponding premiums in full.

11.5 Travel

11.5.1 The OSCE shall not bear any expenses for the intern's travel to or from the place(s) of assignment.

11.5.2 Should the tasks assigned to the intern require official duty travel authorized by the receiving office, the intern shall be entitled to the applicable DSA and the reimbursement of related travel expenses. The intern is solely responsible for arranging and paying for additional health insurance coverage in case sent on official travel outside the duty station.

11.6 Non-remuneration policy

The OSCE shall not remunerate interns. All successful applicants are expected to make their own arrangements for travel, lodging, living expenses and health insurance during the internship period.

11.7 Compensation

11.7.1 In lieu of remuneration the receiving office shall contribute towards the cost of living of international and national interns who are non-residents at the duty station (place of assignment). Such compensation shall be equivalent to 10% of the applicable DSA rate (for the Secretariat and the Institution duty stations) or 10% of the applicable BLA rate of the respective field operation duty station. The receiving Programme shall indicate at the time of the issuance of a vacancy notice that they have funds to cover the period of internship.

11.7.2 Should the receiving office not be in a position to pay compensation due to unavailability of funds it still has the option of accepting interns who are residents at the duty station, regardless of their nationality as defined in paragraph 6 (a). In the event that a receiving office cannot pay such compensation, this should be indicated in the vacancy notice.

11.7.3 In cases where the selected intern discloses that he/she will receive financial support from an educational institution or that he/she will be provided with accommodation free of charge (see *Annex IV Undertaking*), no compensation shall be paid if the amount of such outside support is equivalent to or more than that which would be provided by the OSCE. In cases where the amount provided would, in effect, be less than the maximum amount payable by the OSCE, the programme manager will be asked to fund only the difference.

11.7.4 The costs of compensation for interns shall by no means entail additional budgetary costs for the relevant fund and should be taken from existing resources under the temporary assistance budget line. Compensation of interns shall be recorded on object code 5408 to allow effective control and appropriate financial reporting. Compensation of interns shall be made on a monthly basis via the Payroll system.

Annexes:

Annex I	Sample Vacancy Notice
Annex II	Sample Selection Report
Annex III	Sample Offer/Approval Letter
Annex IV	Undertaking
Annex V	Internship Evaluation Form
Annex VI	Sample Certificate of Service
Annex VII	Code of Conduct
Annex VIII	Designation of Beneficiaries Form

Annex I

Organization for Security and Co-operation in Europe

Vacancy Notice for Internships

Post title (grade/level): Internship with *(receiving office)*
Organization name:
Location:
Duration: *xxx* months
Closing date of application:

Please note that the OSCE is not in a position paying any remuneration during the period of internship nor reimburse travel expenses. Some compensation towards the cost of living may be offered to interns who do not reside in the place of assignment.

Background
[Brief description of the hiring Institution or field operation and the Department/ Section/Unit where the post is located.]

Task and Responsibilities:
The selected intern will have the opportunity to gain an overview/familiarize themselves with *xxx*. Under the overall supervision of *xxx*, the intern will be requested to carry out the following duties.

-
-

Necessary Qualifications:

- Be at least 19 years old and have completed two years of full-time studies from an accredited institution or have completed a first or advanced degree in a field relevant to the OSCE's mandate no longer than two years ago by the date of the deadline of the vacancy notice;
- Professional fluency in English with excellent communication skills. Knowledge of another OSCE working languages would be an asset;
- Strong analytical, research and drafting skills;
- Good organizational skills with ability to process and classify information quickly and efficiently;
- Previous experience in working for international organizations/internships or in a diplomatic service, as well as knowledge of *xxx* issues would be an asset;
- Excellent IT knowledge, familiarity with Microsoft Office and Internet applications;

- Ability to establish and maintain effective working relations with people from different national and cultural backgrounds, whilst maintaining impartiality and objectivity.

Remuneration Package:

The OSCE is not in a position to pay any remuneration or cover any expenses incurred by the intern during his/her stay nor reimburse travel expenses.

The selected intern may participate in the group health insurance scheme at his/her own expense, but the OSCE will cover life and accident/disability insurance. If the intern opts to arrange his/her own medical coverage, he/she shall provide evidence of medical coverage for the duty station he/she applies to, and for any eventual duty trip destinations.

The internship does not constitute a commitment to future employment with the OSCE.

If you meet the above requirements and wish to apply for this internship opportunity, please use the OSCE's online application link found under http://www.osce.org/employment. Please mention your availability dates in the cover letter.

Please note that vacancies in the OSCE are open for competition only amongst nationals of participating States, please see http://www.osce.org/who/83.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, or offer an internship with modified terms of reference or a different duration.

The OSCE is committed to achieving a better balance of women and men within the Organization.

Please be aware that the OSCE does not request payment at any stage of the application and review process.

Annex II

Organization for Security and Co-operation in Europe

Sample Selection Report

INTERNSHIP SELECTION
VN *xxx*

- CONFIDENTIAL PERSONNEL ISSUE -

Name of Section:

Duration of internship:

Duties/tasks envisaged:

-
-

Desired Qualifications:

-
-

A vacancy notice was issued with a deadline of *xxx*. *xx* applications (*xx* female, *xx* male) were received. A long-list of *xx* candidates was sent to *xxx* for review. The following candidates were short-listed for interview:

-
-
-

The Board recommends that Ms./Mr. *xxx* be offered an internship from *xxx* for *xx* months. *(Brief description of interview/test performance).* Furthermore, Ms/Mr. *xx* was also found to be a suitable for the second internship period to start in *(month)* or for possible alternative internships which may arise with similar tasks in another programme.

Annex III

Organization for Security and Co-operation in Europe

Sample Offer of Internship/Approval Letter

Receiving Office

Place / date

Dear Ms./Mr. *xxx,*

Reference is made to your application for VNSECC00*xxx* (Internship with *xxx*) and your telephone interview/written test. I am pleased to inform you that your candidature was successful and we would like to confirm our acceptance of your offer to work as an intern in the Office of *xxx.*

I understand that you agree to perform this internship during the period *xxx – xxx.* You will be assigned to *xxx.* The nature of your duties will be explained to you in more detail upon your arrival.

Enclosed is a copy of the internship programme, OSCE Staff Instruction and OSCE Code of Conduct. If you agree with the provisions of Staff Instruction on the Internship Programme at the OSCE would you please complete and sign the "Undertaking" (*Annex IV*); and the "Designation of Beneficiaries Form" *(Annex IX)* and return both documents to *xxx.*

You will be covered with life, accident and disability insurance for the duration of your internship at the cost of the OSCE. You are required to have health insurance coverage for *(name of duty station)* plus additional health insurance coverage in case you are sent on official duty travel outside the duty station. Otherwise you will be obliged to participate in the OSCE group health insurance scheme at your own expense; the monthly premium amounts to approximately EUR 88.08.

Please do not hesitate to contact *xxx* if you have any further questions.

Sincerely,

(Chief/Recruitment Section/
Head of receiving office)

Annex IV

Organization for Security and Co-operation in Europe

Undertaking

Internship Programme

To: (Recruitment Section or the respective Personnel/Administration Office)

I, _____, born on _____, national of _____,
insert name

accepted as an intern at _____ in its _____
name of the office *name of the section/unit*

from _____ to _____
starting date *expiry date*

undertake to perform effectively my internship with the OSCE.

I acknowledge having received a copy of the Staff Instruction on the Internship Programme at the OSCE and I understand and accept all the provisions thereof.

I further declare having been informed that I am not an OSCE staff/mission member; I am not subject to the Staff Regulations and Rules of the OSCE and, consequently, I am not entitled to any rights or benefits provided by these texts, nor to any privileges and immunities granted to OSCE staff/mission members. Nevertheless, I undertake to abide by the substance of the OSCE Code of Conduct, a copy of which is attached, and by the OSCE common regulatory management framework.

I also accept that the OSCE does not offer any remuneration or reimbursement of travel to and from the duty station.

- □ I certify that I have a health insurance coverage that is valid for the duty station(s) for the duration of my internship with the OSCE. Furthermore I certify that I understand that I am solely responsible for arranging and paying for additional health insurance coverage in case I am sent on official duty travel outside the duty station.
- □ I will participate in the OSCE group health insurance and will pay the corresponding premiums for the duration of my internship with the OSCE.
- □ I certify that I receive financial support from an educational institution to attend this Internship programme.
- □ I certify that I am provided with accommodation free of charge for the duration of my internship with the OSCE.

Signature Date

_____ _____

Annex V

Organization for Security and Co-operation in Europe

Internship Evaluation Form

Date:

Intern's name:

Period of internship:

Department/Section/Unit:

Brief description of tasks completed:

Ratings (1 = excellent, 2 = very good, 3 = fair, 4 = unsatisfactory):

1. Knowledge of the subject area of the assignment	1	2	3	4
2. Initiative	1	2	3	4
3. Quality of work	1	2	3	4
4. Interpersonal skills	1	2	3	4

You may also add any comments or explain the ratings.

Name, post title and signature of the evaluator:

Annex VI

Organization for Security and Co-operation in Europe

Sample Certificate

CERTIFICATE

……..

was selected as successful candidate for the Internship Programme

of the Organization for Security and Co-operation in Europe (OSCE).

This programme is designed to provide interns working for the OSCE

an opportunity to carry out tasks in their area of study or specialization.

The internship took place in……. at the ……..,

Department of .....

from .....to .....20xx (on full-time/part-time basis)

…….
Chief of Personnel

…….., on ……..2014

Annex VII

Organization for Security and Co-operation in Europe

OSCE CODE OF CONDUCT FOR INTERNS

1. OSCE Interns

OSCE interns shall conduct themselves at the highest personal and professional level at all times, while on duty and off duty, in order to successfully represent the OSCE. OSCE interns shall not act in a manner which is likely to bring discredit to the Secretariat, Institution or mission to which they are assigned, to its staff and to the OSCE in general. They shall comply with the principles, norms and commitments of the OSCE and adhere to the mandate of their respective institution or mission in performing their duties.

2. Relations with National Authorities

OSCE interns shall neither seek nor accept instructions regarding the performance of their duties, from any Government or from any authority external to the OSCE.

3. Impartiality

OSCE interns shall conduct themselves at all times in a manner befitting the status of an international civil servant. They shall refrain from any action that might cast doubt on their ability to act impartially. OSCE interns shall not engage in any activity which is incompatible with the proper performance of their duties with the OSCE or may adversely reflect on their status, as well as on the integrity, independence and impartiality of their position and function as OSCE interns. OSCE officials shall ensure that their own personal views and convictions, including their political and religious convictions do not adversely affect their official duties or the interests of the OSCE.

4. Compliance with accepted human rights standards

OSCE interns shall refrain from any conduct which could be detrimental to the goals of the OSCE. This includes but is not limited to an affiliation with any person who is suspected of being involved in any activity that violates national or international law or accepted human rights standards, or an affiliation with any person who could reasonably be suspected of engaging in the trafficking in human beings. OSCE interns shall be aware that the use of the services of a person suspected of being a victim of trafficking contributes both to the profit of traffickers and the harm to victims. OSCE officials shall adopt exemplary standards of personal behaviour to ensure the OSCE is contributing to combating trafficking in human beings, and is not exacerbating the problem. OSCE interns shall be accountable to their respective national authorities, and when appropriate to local authorities, for any illegal activities inciting this criminal trade or behaving in contravention of the above mentioned standards.

5. Relations with the Host Country

OSCE interns shall respect the laws and regulations of the host country, as well as its local customs and traditions.

6. Professional working environment

OSCE interns shall abstain from any action which may be contrary to the OSCE policy on professional working environment. All OSCE interns are treated equally and with respect, regardless of gender, race, religion or belief, nationality, ethnic or social origin, age, sexual orientation, marital status or other aspects of personal status.

7. Acceptance of Gifts, Honours and other Distinctions

OSCE interns shall not use or attempt to use their position for private advantage and shall not accept any gratuity or gift which goes beyond simple courtesy. In connection with their placement to the Secretariat, their respective institution or mission, interns shall not receive any honour, decoration, favour or gift greater in value than EUR 40 from any Government or from any source external to the OSCE without prior authorization of the Secretary General and their respective head of institution/mission.

8. Outside Activities and Interests

OSCE interns shall not be actively associated with the management of any business, nor may they hold a financial interest in any business, if there is a possibility that they would benefit from such association or financial interest by reason of their official position with the OSCE. An OSCE intern who has occasion to deal with any business in which he/she holds a financial interest shall at once disclose the measure of that interest to the Secretary General or to the respective head of institution/mission or, for the Secretary General and the Heads of Institution/Mission, to the Chairperson-in-Office. Interns shall not engage in any paid occupation or employment outside the OSCE without prior approval of the Secretary General or the respective Head of Institution/Mission.

9. Discretion

Interns shall observe maximum discretion with regard to all matters of official business. They shall at no time use, disseminate or publish information known to them by reason of their official position nor may they publish anything based thereon, except with the written approval of the Secretary General or their head of institution/mission. Interns shall also not communicate such information to third parties, except in connection with the discharge of their functions. Except as part of duties, interns are required to seek prior approval of the Secretary General or their respective Head of Institution/Mission for performance of any one of the following acts, if such act relates to the purpose, activities or interests of the OSCE or involves the use of information known to them by reason of their official duties:

- Issue statements to the press, radio or other media of public information;
- Accept speaking engagements;
- Take part in film, theatre, radio or television productions or presentations;
- Submit articles, books or other material for publication; or
- Disclose, duplicate or transfer any information for uses other than those specified by the Secretary General or the Head of Institution/Mission to any person, Government or authority.

These obligations shall not cease upon separation from the OSCE.

10. Safety and Security

OSCE interns shall make every effort to ensure the security of the Secretariat, Institution or field operation to which they are assigned and of its individual staff/mission members, and shall follow closely all instructions regarding safety and security matters.

11. Protection of OSCE Property

OSCE interns shall protect, manage and use OSCE resources and property efficiently and with necessary care and must not wilfully, or through negligence, cause any waste, loss and/or damage to OSCE property, documents and resources. OSCE interns may be required to reimburse the OSCE either partially or in full for any financial loss incurred by the OSCE as a result of their wilful action or inaction, their negligence or their failure to observe any regulation or administrative instruction.

12. Applicability of the Code of Conduct

The OSCE Code of Conduct shall apply to the Secretary General, Heads of Institution/Mission *mutatis mutandis*, except that they shall report to or seek authorization from the Chairmanship.

I recognize that I am not an OSCE official and that I have received, read and understood the OSCE Code of Conduct and will abide by its provisions.

_____	_____	_____
Date	Name	Signature

Annex VIII

Organization for Security and Co-operation in Europe

Designation of Beneficiaries Form

(PLEASE USE A BLACK PEN AND WRITE CLEARLY IN CAPITALS. IN RESPECTING YOUR WILL, THE OSCE SHALL, IN NO CASE, BE LIABLE TOWARDS ANY OF YOUR HEIRS WHO MIGHT CONSIDER HIM/HERSELF AS HARMED BY YOUR WILL.)

I,_____ _____, date of birth *(Day)*_____*(Mth.)*_____*(Yr.)*_____, hereby designate in event of my death the persons listed below (up to 4 beneficiaries) to receive all monies due to me from the OSCE, OSCE Provident Fund with Generali Worldwide Insurance Co. Ltd., Accident/Disability and Life Insurance with Vanbreda International contracted by the OSCE, and instruct the insurers to make payment as follows:

1. Beneficiary	**Date of Birth**			**Street**		**Share %**
Surname	Day	Mth	Yr.	**Postcode**	**City**	
Name				**Country**		
2. Beneficiary	**Date of Birth**			**Street**		**Share %**
Surname	Day	Mth	Yr.	**Postcode**	**City**	
Name				**Country**		
3. Beneficiary	**Date of Birth**			**Street**		**Share %**
Surname	Day	Mth	Yr.	**Postcode**	**City**	
Name				**Country**		
4. Beneficiary	**Date of Birth**			**Street**		**Share %**
Surname	Day	Mth	Yr.	**Postcode**	**City**	
Name				**Country**		

Should a designated beneficiary not survive me, the share of that beneficiary shall be paid in equal parts to the other beneficiaries, unless I determine otherwise.

Should none of the above beneficiaries survive me, all monies shall be distributed to the relevant beneficiaries according to the law applicable to my estate.

Signature:_____Date:_____

FOR OSCE OFFICE USE ONLY:

Amounts due from OSCE	EURO	
Amounts due from the OSCE Provident Fund	EURO	
Amounts due from Vanbreda International for service incurred death	EURO	
TOTAL	EURO	

Prepared by:……..Approved by:……...