

INTEGRATED AIR & MISSILE DEFENCE
CENTRE OF EXCELLENCE

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IAMD COE DIRECTIVE 20-01

IAMD COE INTERNSHIP PROGRAMME

REFERENCES: A. IAMD COE Operational MOU, dated 08 April 2020;
B. IAMD COE Functional MOU, dated 08 April 2020;

1. Status.

This is a new Directive.

2. Purpose.

The purpose of this directive is to establish an internship programme and lay out the relevant framework with all necessary details, in according with the Ref. A (par. 6.11 of Operational MOU) and specifically:

- 2.1 To promulgate the policy for the internship programme.
- 2.2 To describe standards and outline the relevant procedures.

3. Applicability.

This Directive applies to every individual standing as candidate to be an intern to the IAMD COE and to all IAMD COE personnel involved.

4. Publication Updates.

Updates are authorized when approved by the Steering Committee (SC).

5. Proponent.

The proponent for this Directive is the Director.

6. Officer of Primary Responsibility

Offices of Primary Responsibility are the Administration and Personnel Assistant and the LEGAD.

DIR xx-xx

FOR THE IAMD COE:

B. Gen (OF-6) Nikolaos KOKKONIS GRC (AF)
IAMD COE Director

DISTRIBUTION:

Internal:

IAMD COE Staff (via NU Intranet e-Library)

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CHAPTER 1- POLICIES

1. POLICIES.

As far as Internship Programme concerns, the following policies are applicable:

1.1 PURPOSE

The IAMD COE Internship Programme is part of an effort to interact with academic community, giving the opportunity to current and recent students to intern with IAMD COE international community. Through its Internship Programme, IAMD COE is aiming at introducing young candidates from different backgrounds into all areas of the organization.

The internship shall be beneficial to both parties since the Centre will gain additional workforce over a period of time, which will be diversified and energized through the presence of skilled interns. Interns will be able to apply their theoretical knowledge in a unique and challenging environment, to gain practical experience of an international organization by working in their area of expertise, while also substantiating their CV. On the other hand, interns can provide a valuable return in terms of the contribution they can make to the organization. They can provide essential ties with academia, conduct research work, inject outside thinking into the system, fresh viewpoints rooted in the latest theoretical and technical methodologies and provide technical expertise not otherwise available at the Centre.

1.2 MAIN OBJECTIVES

The IAMD COE Internship has three main objectives:

1.2.1 To provide interns from different backgrounds with an opportunity to learn from the IAMD COE Community, gain thorough understanding and enhance their educational experience while working in an international Military Organization and with NATO in general.

1.2.2 To provide IAMD COE with access to the latest theoretical and technical knowledge and expertise that the interns can apply through practical work assignments, as well as with additional staff resources.

1.2.3 To expand understanding of Air Missile Defence in Alliance countries and expand the network on both sides.

1.3 FIELDS OF INTEREST

The skill sets the Centre is particularly interested in, are the following:

1.3.1 Air and Missile Defence

1.3.2 International Law/Studies/ Relations

1.3.3 Media- Journalism/Public Relations

1.3.4 Linguistic Services

1.3.5 Information Technology/ Computer Information Systems-Cyber Security

1.3.6 Finance, Accounting and Contracting

1.3.7 Civil-military cooperation

1.3.8 Gender studies

1.3.9 System Analysis and design

1.3.10 Political Sciences

1.3.11 Human Resources

1.4 CANDIDATES- ELIGIBILITY CRITERIA

1.4.1 The IAMD COE Internship Programme focuses on highly motivated candidates from a wide variety of disciplines as they are referred in par. 1.3.

1.4.2 In order to qualify for an internship, the applicant must meet the following criteria:

1.4.2.1 Candidates must be citizens of a NATO member Nation possessing a valid respective Passport.

1.4.2.2 Candidates must be students or recent graduates in the applicable fields (degree obtained within the last 18 months).

1.4.2.3 Candidates must be proficient in the use of English language. They must also be able to present the supporting documents, when required by the Centre.

1.4.3 Only applications fulfilling the eligibility criteria will be taken into consideration. The others will be rejected automatically.

1.4.5 Candidates not meeting the eligibility criteria will be notified by the FN Support Branch (Personnel and Administration Assistant).

CHAPTER 2 : PROCEDURES

2. PROCEDURES

Based on the policies established in Chapter 1, the following procedures are to be implemented in the administration of internship.

2.1 SUBMISSION OF APPLICATIONS

2.1.1 Applications are to be forwarded to the Centre, preferably via e-mail (info@iamd-coe.org), not earlier than 6 months and not later than 2 months, prior to the start of the desired internship period.

2.1.2 The candidates' BIO/CV should be attached to their application form plus their academic and language certificates.

2.1.3 Internship applications should be submitted using the application form the Centre will define.

2.1.4 Together with their application, all candidates will be required to submit a short motivation letter giving details on their initiatives for an internship, goals and their expectations from the internship.

2.1.5 All candidates must also submit a Medical Clearance Letter issued by a competent medical authority acknowledging that the candidate is clinically healthy.

2.1.6 Other documents may be necessary, should be submitted to the Centre upon request only in case the candidate will be interviewed for an internship position.

2.2 SELECTION PROCEDURE

2.2.1 The selection process will be coordinated by the FN Support Branch. Following initial screening for completeness by Support Branch, applications will be staffed within all branches with the aim of selecting interns, clarify possible start dates and other pertinent information.

2.2.2 Once a candidate has been initially selected, he/ she will be invited for an interview (whether in person, by phone or through VTC) in which details can be discussed before a final decision is made.

2.2.3 The interns' selection will be depended on the availability and the respective needs of IAMD COE, which in any case reserves the right of the final selection of the candidates.

2.3 WORK ASSIGNMENT

2.3.1 As soon as a candidate has been selected, the Admin Branch will forward his/her file to the Branch responsible, together with a brief description job description outlining the tasks that he/she is expected to carry out.

2.3.2 The future intern will be provided with an information package that will give all necessary information about the IAMD COE and on the location, including direct surroundings.

2.3.3 Details, including the development of an initial work plan, can be coordinated directly between the intern candidate and the branches.

2.3.4 Interns will be expected to undertake other appropriate tasks that may arise during the internship, upon request of their supervisor.

2.3.5 A supervisor, who should be a member of the respective Branch/Section of the intern, will be designated to advise and guide the intern during the internship.

2.3.6 Interns cannot undertake any duties without the authorisation of their supervisor.

2.3.7 At the end of the internship, the Centre will provide the intern with a certification of the internship, which will include an evaluation of his / her work prepared by the responsible branch.

2.4 CONDITIONS FOR INTERNSHIP

2.4.1 Legal conditions

2.4.1.1 Interns shall not represent the Centre, in any case, to the press or any other body, or negotiate on behalf of the Centre. Any external correspondence of the intern will clearly indicate his/her status and will not take place without the supervisor's permission.

2.4.1.2 The Centre accepts no responsibility for the medical insurance of the intern or costs arising from accidents or illness incurred during an internship.

2.4.1.3 The Centre is not responsible for any claims by any parties where the loss or damage to their property, death or personal injury was caused by action or omission of action by the interns during the internship.

2.4.1.4 An intern is not an employee of the IAMD COE and should not be considered as part of the personnel of the IAMD COE.

2.4.1.5 The Centre's internship is not connected with employment and has no direct employment prospects.

2.4.2 Financial considerations

2.4.2.1 The Internship is provided on voluntarily basis and it is unfunded.

2.4.2.2 Financial arrangements for travel and accommodation and living expenses are intern's responsibility. Additionally, interns are required to be insured for social security and health care and they should meet on their own responsibility any

requirements for student visa and residence permit in Greece without having any financial claims against the Centre for these purposes.

2.4.2.3 In case it is deemed appropriate to grant any compensation to an intern (for example, an amount of monthly lump sum stipend for subsistence and accommodation to cover relevant expenses, as an incentive to participate in the programme), a proposal will be submitted to the SC for approval, including any costs that will arise and the respective sources of funding (budget adjustment, transfer of funds, if necessary, etc.).

2.4.3 Administrative issues

2.4.3.1 Interns are required to be insured for social security and health care and they should meet on their own responsibility any requirements for student visa and residence permit in Greece. Applicants for internship must show proof of valid medical insurance coverage.

2.4.3.2 Interns will be individually responsible for carrying out all administrative formalities requested concerning their legal status during their internship in IAMD COE.

2.4.3.3 The Centre will assist interns with the bureaucratic procedures and will provide them with all necessary information.

CHAPTER 3: DETAILS

3. Details

3.1 Security Issues

3.1.1 Interns must undergo a security briefing carried out by the Security Officer and acknowledge in writing at the beginning of the internship having read and agreed to abide by the Centre's security regulations.

3.1.2 All matters regarding access and handling of classified and unclassified information must be managed in accordance with the Centre's security regulations.

3.1.3 Interns shall not be permitted to draw files from Registry.

3.1.4 Interns shall not have an account for or access to NS WAN or any other classified system.

3.1.5 Depending on the type of work to be performed, participation in an internship will normally be subject to receipt of an appropriate security clearance from your national authorities. You may join the Organization only after the necessary clearance has been obtained.

3.1.6 Interns shall not be granted access or released any personal data or any other sensitive information.

3.1.7 Interns must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their internship. They will continue to be bound by this obligation after the end of their internship.

3.1.8 The Centre reserves the right to cancel or terminate an internship in case an intern does not conform with the Center's rules or does not follow the Internship requirements.

3.1.9 Interns with a NATO Security Clearance shall be released corresponding level of NATO classified information only when 'need-to-know' has been confirmed by the responsible Branch Head and the SO has been notified.

3.1.10 Internship applications will be retained for up to one year as part of the IAMD COE internship pool. Following this period, all applications and submitted documents will be destroyed.

3.2 Duration

3.2.1 Internships will normally last six (6) months.

3.2.2 Shorter periods or extensions will only be possible in exceptional cases based on divisional needs and will be decided by the IAMD COE Director.

3.2.3 The start date will be determined by the IAMD COE Director, taking into account divisional needs, the availability of the selected candidate and the security requirements.

3.2.4 Internship is normally based on a full time assignment. Interns are expected to report at office on a daily base, 5 days a week for the whole period of their internship, unless requires otherwise by the Centre.

3.2.5 Interns enjoy the same official public holidays as any other Staff member.

3.2.6 In case of sickness, interns must notify their supervisor, and if they will be absent for two days or more, they should provide the IAMD COE with a medical certificate. Unauthorized absences will be deducted from the leave entitlement.

3.3 Other Issues

3.3.1 An officer from the FN Support Branch will be designated as IAMD COE Internship Programme Coordinator, responsible for the interaction with the candidates before and during the application process.

3.3.2 The announcement of the Internship opportunities will be announced on the Centre's official homepage and will also be communicated with the local universities-academic institutions.