

1st/2024 SCM

Subject No 8



**INTEGRATED AIR & MISSILE DEFENCE
CENTRE OF EXCELLENCE**

Souda Air Base, 73100, Chania
<https://www.iamd-coe.org>



**1st/2024 Steering Committee Meeting
POINT PAPER**

Our Ref:	NU. 676	Tel.:	+302821440711
		NCN:	302-615-4011
Date:	02 Aug 2024	Email:	info@iamd-coe.org

TO: See Distribution

SUBJECT: **Internship Stipend**

No: **8**

PURPOSE: To establish compensation for IAMDCOE Interns.

BACKGROUND: In order to provide greater incentive for students and recent graduates to apply for internships at the IAMDCOE, the Centre proposes offering stipend to interns.

ANALYSIS & STATUS: Internship programme is so far unfunded and on voluntarily basis. According to Directive 20-01 about IAMDCOE Internship Programme "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.)."

By providing financial support, we aim to make our internship programme more attractive and accessible, ensuring that talented individuals are encouraged to gain valuable experience and contribute to our mission.

FINANCIAL
CONSIDERATIONS
& FUNDING

The Internship stipend is proposed to be determined at the amount of 400,00 € on a monthly basis, being in alignment with the cost of living in the wider regional area of the Centre, covering a part of typical expenses for subsistence and local transportation. For the determination of the proposed stipend, a comprehensive review of stipend practices across other COEs and NATO entities has been conducted, finally reflecting

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current economic conditions and inflation rates, ensuring that it remains relevant and sufficient over time to attract more candidates.

The stipend will be available for a maximum of two (2) interns annually, applicable only to those providing their internships in person, once per individual. It will be disbursed monthly, exempt from taxation, and payable via bank transfer on the last working day of each month. Interns will be entitled to a monthly stipend for the time period of internship up to six (6) months, regardless of any extension. Proportional payments will be made in cases of early termination based on actual days worked.

The established stipend will be exempted from taxation and is payable at the last working day per each month only through bank transfer. In case of earlier termination of an internship, interns will be paid a proportional part of the monthly stipend, corresponding to the actual working days served.

All costs related to travel, insurance, and accommodation shall be borne by the intern without any obligations against the Centre. The IAMD COE will not be responsible for losses/accidents, or any other misfortune befalling the intern during the internship period and bears no responsibility for the medical insurance of the intern or for costs arising from accidents and illness incurred during an internship. Interns shall be individually responsible for carrying out all administrative formalities requested by the FN's authorities concerning their legal status and visa arrangements, if any.

The financial impact of the proposed stipend will be absorbed within the shared budget of the respective Fiscal Year, effective from 2025, pending the SC's approval of the proposed budget (as outlined in the Draft Budget Book 2025). The allocation of funds required for the internship stipend (max. 4.800 € annually) has been planned to ensure sustainability and minimal disruption to other budgetary commitments. Future financial obligations will be integrated into the shared budget for subsequent Fiscal Years, adhering to the limits established in the Medium-Term Financial Plan.

Any further implementation details, such as limitations on intern leave and specific procedures for stipend disbursement, will be determined by the Director through a Standard Operating Procedure (SOP), authorized to be issued subject to SC approval of the current proposal.

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RECOMMENDATIONS
& DECISIONS

The SC members are kindly requested to approve establishing and determining the proposed internship stipend, effective from year 2025.

FOR THE IAMD COE:



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

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