

**Letter of Agreement
between UNIDO and ____
regarding the UNIDO Internship Programme**

____ 2019

Dear Director,

I have the honour to refer to the recent consultations held between officials of the United Nations Industrial Development Organization (UNIDO) and officials of ____ and to confirm that the following terms and conditions shall govern the participation, in the UNIDO Internship Programme, of interns nominated by ____ (the “nominating party”):

Nomination and Selection

1. The nominating party shall be entitled to nominate candidates for internship with UNIDO who shall meet the established eligibility criteria and who shall complete the prescribed application process.
2. UNIDO shall be entitled to assess each nominated candidate and, in the event of selection, to make an offer to the selected candidate.
3. Selected candidates shall, where relevant, be released by the nominating party.
4. Selected candidates shall sign an internship agreement, the current version of which is set out in Annex I.

Duration

5. The duration of an internship shall be a maximum period of ___, unless otherwise agreed.

Job Profile

6. The duties and responsibilities of each intern shall be specified in a job profile, a generic version of which is set out in Annex II.

Status and Privileges and Immunities

7. Interns shall not be considered in any respect as officials or staff members of UNIDO.
8. Interns shall not enjoy the privileges and immunities of officials of UNIDO.

Responsibilities of UNIDO

9. UNIDO shall not be held accountable for the service-incurred death, injury or illness of any intern during the period of their internship with UNIDO.
10. UNIDO shall not be held accountable for any legal or third party claims resulting from the assignment of any intern to UNIDO or from their stay in the country of assignment.
11. UNIDO shall notify the nominating party if any intern is to leave their position before the end of their internship.
12. UNIDO shall provide interns with work-related guidance, on-the-job training and advice. UNIDO shall also complete an internship evaluation report at the end of

each internship.

Responsibilities of Interns

13. The interns shall cover all expenses related to the internship, including travel to and from the country of assignment, as well as the mandatory medical and accident insurance.
14. The responsibilities of interns shall be set out in their internship agreement and in the applicable administrative issuances of UNIDO.
15. In no circumstances shall interns assume managerial or financial responsibilities within UNIDO.
16. Each intern shall report to a designated official of UNIDO, who shall retain direct supervisory responsibility over them.
17. Each intern shall certify that they are medically fit to carry out their internships. They shall confirm that they possess health insurance coverage for the duration of their internship.

Copyright and Proprietary Rights

18. Copyright and any other proprietary rights with respect to the material produced by interns, with the exception of any material already subject to copyright or other proprietary rights, shall vest exclusively in UNIDO. It is agreed that the interns may use the materials which they produced during their assignment with UNIDO in their academic dissertations or for any other academic purpose, subject to UNIDO's permission and due acknowledgment/credit given to UNIDO.

Renewal and Conversion

19. Internships with UNIDO carry no expectation of renewal or of conversion to any type of contract or appointment in any activity of UNIDO.

Travel

20. When approved by the supervisor, an intern may travel within the country of assignment in order to accompany a staff member on official business.

Termination, Revision and Interpretation

21. This letter of agreement may be terminated at any time by mutual consent of the parties. In addition, either party may terminate this letter of agreement at any time by giving the other party 30 calendar days' written notice. In the event of termination, the parties shall ensure the orderly completion of any ongoing internship.
22. Revisions to this letter of agreement shall be by written consent of both parties.
23. This letter of agreement shall be interpreted in conjunction with, and shall be subject to the provisions of, the applicable administrative issuances of UNIDO on the UNIDO Internship Programme, currently Administrative Instruction AI/2016/4 dated 16 June 2016.

If you are in agreement with the provisions set forth above, please countersign and return to me a copy of this letter.

Yours sincerely,

Signed on behalf of ____

Director of Human Resources Management
(CMO/HRM), UNIDO

Director ____

____ 2019

Annexes I & II