



NOTE BY THE TECHNICAL SECRETARIAT

INTERNSHIP-SUPPORT PROGRAMME

Purpose

1. The Technical Secretariat (hereinafter “the Secretariat”) wishes to inform Member States of the existence of the revised criteria for applicants who wish to apply for financial support for the Internship-Support Programme, implemented by the International Cooperation and Assistance Division. This programme, which is effective as of 1 March 2011, will supersede all previous forms of support provided by the Secretariat for internships and fellowships at scientific institutions/laboratories in Member States.
2. Article XI of the Chemical Weapons Convention (hereinafter the “Convention”) seeks to foster international cooperation in the field of chemical activities not prohibited by the Convention. More specifically, this Article focuses on the promotion of the fullest possible exchange of chemicals, equipment, and of scientific and technical information relating to the development and application of chemistry for industrial, agricultural, research, medical, pharmaceutical, and other peaceful purposes. One form of exchange enables scientists and engineers working in research institutions, or in publicly funded laboratories, or in recognised universities in Member States which are either developing, or which have economies in transition, to work for a limited period of time in a more advanced laboratory or facility in another Member State.
3. This programme is on an internship basis only, so as to not only facilitate the sharing of scientific and technical information, but also to further professional growth. The duration of the internship will normally not exceed three months, which, in exceptional cases, could be extended up to a maximum of six months. Such an exchange would be bilateral in nature, and it would be expected that the scientific links established between the two research institutions would continue after the internship itself has ended. Before any intern requests financial support from the Secretariat, he/she must ensure that all administrative arrangements between the institution in which the intern is employed, and the institution to which he/she will be sent, have been confirmed; this includes ensuring that the prospective intern is proficient in the working language of the institution where the internship will be conducted.



Scope of the programme

4. This programme is aimed at supporting internships that would fulfil the objectives set out in Article XI of the Convention. Without precluding the possibility of funding for internships in other fields of chemistry, the areas of study for the internships that are eligible for grants from the Secretariat “for the development and promotion of scientific and technical knowledge in the field of chemistry for industrial, agricultural, research, medical, pharmaceutical or other peaceful purposes” would, in accordance with subparagraph 2(c) of Article XI, include the following:
 - (a) training in analytical methodologies and validation techniques for toxic chemicals;
 - (b) techniques in handling and using toxic chemicals;
 - (c) methods of destroying toxic chemicals in a safe and environmentally sound manner;
 - (d) medical treatment and prophylactics for exposure to toxic chemicals;
 - (e) verification techniques and methods relevant to the implementation of the Convention; and
 - (f) any other application of chemistry for purposes not prohibited under the Convention.

Funding for the programme

5. Funding would normally include either one or both of the following:
 - (a) a travel grant for the intern; and
 - (b) an internship allowance, in accordance with the norms for fellowships in the country/city where the internship is to take place.

Funding procedure

6. The travel grant is intended to cover the journey to and from the prospective intern’s normal place of work to the institution where he/she will be carrying out the internship, by the most economical route. Air tickets for such journeys will be provided directly by the Secretariat. The internship allowance will be paid in three instalments, the first two of which will be paid through the institution offering the internship. The first instalment of 50% will be paid at the beginning of the internship, and another 30% will be paid midway through the internship. The final instalment of 20% will be paid directly to the intern after he/she has completed the internship, and has submitted a detailed report to the Secretariat on the results achieved.

Duration

7. Internships normally last no longer than three months; in exceptional cases, an internship may be extended for a maximum of six months.

Eligibility

8. This programme is open to junior or middle-level scientists who:
 - (a) are citizens of Member States which are either developing, or which have economies in transition;
 - (b) must be working in a research institution, or in a publicly-funded laboratory, or in a recognised university laboratory in his/her home country or in a laboratory in another Member State; and
 - (c) should have been employed at his/her present institution for a minimum of one year.

Application procedures

9. Applications may be submitted to the International Cooperation and Assistance Division at any time; applicants should use the form annexed to this document. The following formalities are to be completed before the application is submitted:
 - (a) the application is to be endorsed by the institution which presently employs the intern;
 - (b) a letter of acceptance from the institution which is to receive the intern, is to be enclosed with the application; and
 - (c) the completed application form is to be submitted either through the relevant National Authority, or through the Permanent Representation to the OPCW.

Selection procedure

10. A final selection of the interns to be supported will be approved by the Director of the International Cooperation and Assistance Division, upon the recommendation of the Head of the International Cooperation Branch.

Reporting

11. Upon completing the internship, the intern will submit a detailed report to the Secretariat on the results achieved, the benefits derived from the intern's professional perspective, and the benefits that would accrue to his/her institution, and to his/her country. The report should also indicate how the intern proposes to use the knowledge gained from the internship for the overall development and peaceful application of chemistry for purposes not prohibited under the Convention. The comments of the intern's supervisor at the institution where the internship took place should also be enclosed.

12. The Secretariat reserves the right to consult with and/or receive an additional endorsement from the National Authority, or the Permanent Representation to the OPCW, of the country where the internship is scheduled to take place. Further information may be obtained from the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands; telephone: +31 (0)70 416 3843, fax: +31 (0)70 416 3279 or + 31 (0)70 306 3535; e-mail: icb@opcw.org.

Annex (English only):

Internship-Support Programme Application Form

Annex

**INTERNSHIP-SUPPORT PROGRAMME
APPLICATION FORM**

- (a) This form is to be used to apply for direct OPCW support. Before completing the form, please read the guidelines presented in the accompanying Note by the Secretariat to confirm your eligibility for financial support for the programme.
- (b) Applications may be considered at any time.
- (c) The primary applicant should complete sections 1 – 4 of this form, and send it to either the respective **National Authority**, or to the **Permanent Representation to the OPCW** with a request to complete section 5.
- (d) The National Authority, or the Permanent Representation to the OPCW, should then submit the completed form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

1. Personal information			
Family name			
First name(s)			
Address (home)	Street		
	Number	Post code	
	City		
	Country		
Address (work)	Street		
	Number	Post code	
	City		
	Country		
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
E-mail address	Home		
	Work		
Date of birth	Day	Month	Year
Citizenship			
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Bank details*			
Name of bank			
Address of bank			
Branch			
Account number			
SWIFT code			
Profession			
Position within the institution			
State title of previous post(s) held with dates:			
Brief description of your present/ongoing work:			

* The final instalment of the internship allowance will be transferred to this account.

Have you received financial or other support from OPCW for any activity during the past 36 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details
Have you applied for any other support from the OPCW?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details
2. The Internship	
Title of project:	
Name of institution where internship will be undertaken	
Address of institution	
Contact details of the institution	
Name of host supervisor	
Phone	
Fax	
E-mail	
Duration of internship and dates	From: _____ To: _____
Bank details of the institution where internship is to be held**	
Name of bank	
Address of bank	
Branch	
Account number	
SWIFT code	
Briefly state how your proposed internship will benefit your present work, your institution, and your country:	

**

The advance internship allowance will be paid into this account for transfer to the intern.

Please attach (separately) a copy of your detailed internship proposal including timelines.
3. Supporting documentation
Applications will not be accepted without <u>all</u> of the following:
(i) statement from the receiving institution that the intern has been accepted;
(ii) statement from the intern's present supervisor confirming he/she will be granted leave to assume the internship;
(iii) photocopies of relevant pages from the intern's passport; and an updated curriculum vitae of the intern.
4. Signature (Head of applicant institution)
Signature: _____ Date: _____
5. Comments/Recommendation by National Authority/Permanent Representation to the OPCW