



CCRIF SPC Regional Internship Programme 2020

Responsibilities of Parties

CCRIF SPC

1. Manage the overall internship programme.
2. Play the lead role in assigning interns to host organizations.
3. Prepare agreement between CCRIF and host organization.
4. Provide stipend to interns on a timely basis.
5. Conduct online forum for host organizations.
6. Conduct online forum for selected interns.
7. Provide template for Host Organization Intern Evaluation Form.
8. Provide template for Intern Report and instructions for intern video.

Host Organization

1. Define project(s) for internship(s) and provide description to CCRIF SPC
2. Participate in online forum for host organizations.
3. Provide advice/guidance to secure appropriate accommodation for interns whose internship is outside of their home country.
4. Sign host organization internship agreement with CCRIF SPC.
5. Designate a supervisor for intern and oversee work of intern through regular face-to-face interaction by the supervisor.
6. As the main contact point for the intern, provide advice and logistical support to intern as needed, especially if intern is placed outside his/her home country.
7. Within two weeks of beginning of internship, prepare work plan for internship period, in collaboration with intern.
8. Provide appropriate working accommodation, inclusive of space and all equipment and materials required for intern to implement the internship.
9. Provide work products/deliverables associated with intern's work plan to CCRIF SPC.
10. Three weeks before end of internship, conduct evaluation of intern performance and discuss with intern(s).
11. Within two weeks after end of internship, provide copy of final internship evaluation to CCRIF SPC.

12. Ensure that intern prepares appropriate video of their experience including a video showcasing a presentation on the work undertaken. CCRIF also requires photos of the intern at work.

Intern

1. Participate in online forum for interns.
2. If placed outside the intern's home country, secure and provide proof of health/travel insurance, to be in place before the commencement of the internship.
3. Sign internship agreement with CCRIF SPC (will include clause regarding receipt of stipend).
4. Secure sufficient funds for preliminary expenses at the beginning of the internship period.
5. Within two weeks of beginning of internship, develop work plan in collaboration with host organization and forward to CCRIF SPC for review.
6. Implement work plan under direction of host organization.
7. Within two weeks after end of internship, submit to CCRIF the Internship Report (which should include photos taken during the internship), work products from the internship and a short (1-2 minute) video of intern describing the experience and the impact of the internship on the intern's personal and professional life.